

BC ATHLETICS ADVISORY COUNCILS

TERMS OF REFERENCE – COACHES ADVISORY COUNCIL

As referenced in Section H of the [BC Athletics Constitution and Bylaws](#).

BC Athletics will be referred to as “BCA” for the remainder of the document.

H.1 Advisory Councils. The Lead Executive has the right to create Advisory Councils to meet BCA’s organizational priorities and objectives, subject to approval by the Board. Initially, there shall be three (3) Advisory Councils.

- a) Athletes Advisory Council
- b) Coaches Advisory Council
- c) Officials Advisory Council

H.2 Consultation Only. Advisory Councils provide advice and assistance to the Lead Executive and other BCA staff as may be desired and requested by BCA staff. Advisory Councils have no decision-making authority and operate subject to the needs of and at the direction of staff. Advisory Councils may make recommendations to staff, but staff, subject to Board oversight, has the discretion as to whether to implement any such recommendations. Staff may, subject to approval by the Board, establish rules and procedures for the Advisory Councils.

H.3 Point of Contact. The Advisory Council shall serve as the point of contact for Members covered by that Advisory Council. Members with issues of concerns are to deal with their Advisory Council first. The Lead Advisor of that Advisory Council is then the liaison between that Advisory Council and staff.

H.4 Voting Rights. The Lead Advisor of any Advisory Council then in existence shall also be a Voting Member with the right to one (1) vote at any meeting of the Members. The Officials Advisory Council has further right to elect two additional Designated Voting Members as set out in s. B.8.

H.5 Interaction with Members. Advisory Councils will work with Members to facilitate dialogue, solicit suggestions and provide feedback.

H.6 Athletes and Coaches Advisory Council – Selection and Election Process.

Members wishing to serve on an Advisory Council may submit an application to the Lead Executive. Staff will, subject to Board approval, appoint Members to Advisory Councils through a recruiting, application, and interview process. Appointments to Advisory Councils, including to the position of Lead Advisory of an Advisory Council are approved by the Board. The Lead Executive shall have the right to remove Members from Advisory Councils, including Lead Advisors, as may be approved by the Board.

H.9 Restrictions. Members wishing to serve on an Advisory Council are subject to the same restriction applicable to Directors set out in s.D.4, D.5. and D.6 as applied to Advisory Councils.

H.10 Term Maximum. Members wishing to serve on an Advisory Council are subject to the same maximum term of nine (9) years applicable to Directors set out in s.D.14 as applied to Advisory Councils, unless otherwise approved by the Board.

PURPOSE AND MANDATES

The BCA Coach Advisory Council (“the Advisory Council”) exists to provide informed advice, perspective and feedback to the Lead Executive and staff in support of the BCA Strategic Plan, as it relates to Coaches.

The Advisory Council shall:

- Promote and support a positive, inclusive and respectful culture among Coaches.
- Serve as a forum for listening to and understanding matters of interest, concern, and opportunity affecting Coaches.
- Facilitate dialogue and the exchange of ideas and perspectives among Coaches.
- Provide advice, feedback, and assistance to the Lead Executive and staff on Coaches related matters, when requested.
- Support collaborative relationships between Coaches and BCA staff to advance the development and effectiveness of Coaches within the organization.

AUTHORITY

The Advisory Council is advisory in nature and holds no decision-making, governance or operational authority.

- The Advisory Council shall operate at the direction of, and in service to, the Lead Executive and BCA staff.
- The Advisory Council may make recommendations to staff, however all decisions regarding implementation remain the responsibility of staff, subject to Board oversight.
- The Advisory Council shall not direct staff, commit BCA resources or represent BCA unless expressly authorized by the Lead Executive.

SCOPE OF RESPONSIBILITIES

Within its advisory role, the Advisory Council shall:

- Identify and communicate perspectives, trends and issues relevant to Coaches.
- Provide input to the Lead Executive on priorities and initiatives related to Coaches.
- Support the Lead Executive in understanding the impact of policies, programs, and practices on Coaches.
- Establish, in consultation with the Lead Executive, an annual calendar aligned with organizational priorities.

Following the appointment of the Advisory Council, the Council shall elect from among its members:

- A Lead Advisor, who serves as the primary liaison to the Lead Executive.
- The Lead Advisor will serve as the Designated Voting Member.

COMPOSITION & MEMBERSHIP

- Members of the Advisory Council shall hold an issued BCA Coach membership and at least eighteen (18) years of age.
- Individuals wishing to serve on the Advisory Council shall submit an application to the Lead Executive, as per the application procedures.

- Subject to Board approval:
 - Five (5) members shall be appointed by staff.
- The composition of the Advisory Council shall endeavour to reflect the diversity of the Coaches membership, including region, certification level and, event / athlete expertise.

APPOINTMENT & TERM

- Members shall be appointed for a term of one (1) year.
- Members may be reappointed or re-elected.
- Service on the Advisory Council is subject to a maximum cumulative term of nine (9) years.

MEETINGS

- At the first meeting following the appointments of the Advisory Council, members will participate in an onboarding component by the Lead Executive.
- The Advisory Council shall meet at least four (4) times per year, one time per quarter.
- Members are expected to make every reasonable effort to attend all meetings.
- Meeting logistics, including date, time, format and agenda shall be coordinated by the Lead Executive, in consultation with the Lead Advisor.
- Attendance by BCA staff shall be at the discretion of the Lead Executive.
- Meetings shall be closed to Members and the public unless otherwise invited by the Lead Executive or Lead Advisor.
- Following each meeting, the Lead Advisor and Lead Executive and/or designated staff shall meet to review outcomes and identify any follow-up actions.
- It will be at the discretion of the Lead Executive and / or BCA staff to attend meetings.

REPORTING

- The Advisory Council shall appoint a Secretary to record meeting minutes.
- Meeting minutes will be submitted to the Lead Executive within 30 days of the meeting.
- All recommendations to the Lead Executive or staff shall be documented in writing.

RESOURCES & SUPPORT

- The Advisory Council shall not have independent budget authority.
- Any resources required to support the work of the Advisory Council shall be requested from and approved by the Lead Executive.
- Any travel required by the Advisory Council will be reimbursed in accordance with BCA Travel Reimbursement Policy and must be pre-approved.
- The Advisory Council shall be supported by the Lead Executive and the Sport Development Program Manager.

- All communications to Officials shall be coordinated and distributed by BCA staff.
- The Lead Advisor will be provided with a BCA email address for Advisory Council correspondence.

REVIEW

- The Terms of Reference for the Coaches Advisory Council shall be reviewed annually by the Lead Executive, with any proposed amendments subject to Board approval.

CONFIDENTIALITY & CONFLICT OF INTEREST

- Members shall comply with the BCA Conflict of Interest Policy and complete the [Conflict of Interest Acknowledgement and Declaration Form](#).
- Members shall maintain confidentiality of all non-public information received through their service on the Advisory Council.
- Confidentiality obligations shall continue following the conclusion of a member's term.

STAFF CONTACT

CEO

MEGANN VANDERVLIEET

MEGANN.VANDERVLIEET@BCATHLETICS.ORG

604.333.3552