

Athlete Advisory Committee

Terms of reference/mandate

September 2019

1. Introduction

Nordiq Canada can only achieve its vision and strategic objectives with the full voice of athletes. Per the Nordiq Canada by-laws, race license holders elect the Athlete Director as their representative to the Board of Directors. To increase the athlete voice, the Chief Executive Officer (the “CEO”) forms the Athlete Advisory Committee (the “Committee”) as an operational committee of Nordiq Canada.

2. Purpose

To bring the athlete voice to the development of policies, procedures and strategic goals and to help foster a culture of excellence with the nordic community.

3. Accountability

The Committee provides advice and reports to the CEO. The Committee does not have authority to make decisions on behalf of the CEO or to bind Nordiq Canada in any way, unless specifically authorized to do so by the CEO.

4. Mandate

The Committee will:

- support the mandate of the Athlete Director
- facilitate communication and discussion between athletes in the Canadian skiing community and develop ideas
- provide a venue for athletes to discuss and recommend improvements for athletes within Nordiq Canada
- increase communication between athletes and Nordiq Canada staff and volunteers
- increase the athletes’ ability to have their opinions, questions and concerns heard by the Board of Directors via the Athlete Director

5. Membership

- a. The Committee shall be composed of, when reasonably possible:
 - The Athlete Director
 - The past Athlete Director
 - One representative from each Division; these representatives must hold Nordiq Canada race licenses
 - The athlete representative from the National Ski Team
 - The athlete representative from the Para-Nordic National Ski Team
 - One post-secondary education representative
 - Such other members as the CEO, in consultation with the Committee Chairperson, may determine are beneficial to the function and gender balance of the Committee
- b. The CEO will appoint members.
- c. The CEO in consultation with the Committee Chairperson and the Division chairpersons shall appoint the Division members of the Committee. If, in the discretion of the CEO, a suitable candidate is not recommended to represent a Division, the Committee may continue to function until a suitable representative is recommended and appointed.
- d. Each gender shall be represented by a minimum of 25% of Committee members.
- e. The CEO is ex-officio.
- f. The membership term is one year expiring in September and is renewable.

6. Chairperson

- a. The CEO will appoint the Athlete Director as Chairperson.
- b. The Chairperson is responsible for
- c. providing leadership to the Committee (e.g., convening meetings; developing agendas; assigning, supervising and coordinating the Committee work)
- d. representing the Committee in communication

7. Decision-Making

Decision-making is limited to providing advice and recommendations. The Committee shall endeavour to operate by consensus. In case of disagreement, committee members shall cast votes.

8. Meetings

- a. The Committee shall determine a meeting schedule that facilitates achievement of the Committee's on-going work and will endeavour to meet once per month.
- b. Meetings may be by phone, in person, or by any other means that facilitates simultaneous communication of attending Committee members.
- c. Directors and committee chairpersons of other Nordiq Canada programs will be invited to attend meeting that may have implications for their program areas or where their advice is indicated.
- d. The Committee will keep a record of recommendations and decisions and provide this record to the CEO.
- e. A quorum for each meeting of the Committee shall be four people.