



ATHLETE ADVISORY COMMITTEE TERMS OF REFERENCE / MANDATE

1. Introduction

Nordiq Canada can only achieve its vision and strategic objectives with the full voice of its athletes. Per the Nordiq Canada by-laws, race license holders elect the Athlete Directors as their representatives 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

1. 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; and
2. To provide a forum for the athlete representatives to provide direction to the Athlete Directors in fulfilling their mandate throughout the year, and for use of their block vote with regards to voting at the Annual or Special meetings of the members.

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:

- Provide direction to and support the mandate of the Athlete Directors;
- facilitate communication and discussion between athletes in the Canadian skiing community and develop ideas;
- provide a venue for athletes and athlete representatives from other committees 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 Directors;

5. Membership

- a. The Committee shall be composed of, when reasonably possible:
 - i. Nordiq Canada CEO (ex-officio)
 - ii. The two Athlete Directors,
 - iii. A past Athlete Director
 - iv. One representative from each Division; these representatives must hold Nordiq Canada race licenses. Representation of a division may be delegated to a representative of another Division
 - v. The athlete representative from the National Ski Team



- vi. The athlete representative from the Para-Nordic National Ski Team
 - vii. One athlete advocate for post-secondary skiing and education. This athlete would ideally be involved in other Nordiq Canada education initiatives/committees
 - viii. Athlete representatives from other Nordiq Canada committees, invited to participate in specific committee meetings as non-voting members, if their participation is important to providing coordinated and coherent athlete feedback throughout Nordiq Canada
 - ix. Such other members that 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.
- i. Division members of the Committee shall be appointed in consultation with the Committee Chairperson and the Division chairpersons. If, at 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.
 - ii. The past athlete director shall be appointed in consultation with the standing Athlete Directors
- c. Gender equity on the committee is desired. At a minimum, the intention is that no gender will represent less than 1/3 of the committee. Because many committee members are Division appointees, the CEO may not have control of the composition of a majority of the committee. If the representation of a gender falls meaningfully below 1/3 of the committee, the CEO can appoint additional members to rebalance the committee.



- d. The membership term is one year expiring each September and is renewable.

6. Chairperson

- a. The committee will be chaired by one of the Athlete Directors. The other will be vice-chair. The allocation of Chair and Vice-Chair will be determined by the Athlete Directors who will strive to make this decision by consensus. If consensus cannot be reached, the members of the committee shall cast votes to determine the chair.
- b. The Chairperson is responsible for:
 - i. providing leadership to the Committee (e.g., convening meetings; developing agendas; assigning, supervising and coordinating the Committee work)
 - ii. liaising and coordinating with athlete representatives from other Nordiq Canada committees, especially the Domestic Development Committee and the Events Committee.
 - iii. representing the Committee in communication
- c. The Vice-Chair is responsible for
 - i. Assisting the Chairperson in the achievement of the committee's mandate
 - ii. Assuming responsibilities of the chair that are mutually delegated to the vice-chair

7. Decision-Making

Decision-making with regards to providing input to the CEO is limited



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

With regards to issues subject to a vote at either the Annual General Meeting or a Special Meeting, the Athlete Directors must act together in exercising of their block of votes. Members of the committee will provide advice and recommendations to the Athlete Directors. The two Athlete Directors will endeavor to arrive at a consensus for exercising their block of votes.

If the two Athlete Directors are unable to come to a consensus, the committee members will provide direction to the Athlete Directors. Each of the Athlete representatives of the committee shall cast votes (each Athlete representative having one vote). A majority of votes provides the decision.

8. Meetings

- a. The Committee shall determine a meeting schedule that facilitates achievement of the Committee's on-going work and will meet at least quarterly.
- 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 a majority of the committee's filled voting positions at that time (ie 50% + 1).