

Safeguarding Committee

Terms of reference / Mandate

Approved September 2023



1. Introduction

Good governance forms the foundation of organizational excellence. In accordance with Nordiq Canada's Board Policy Manual, the Safeguarding Committee was established by the Board of Directors of Nordiq Canada as a standing Board Committee.

2. Purpose

To advise the Nordiq Canada board in determining policies that encompass safeguarding priorities (or principles), including but not limited to reconciliation, equity, diversity, and safe sport, that should be considered for Nordiq Canada's Board Policy and to advise the Nordiq Canada Board on safeguarding issues and best practices.

3. Accountability

The Committee reports to the Nordiq Canada Board of Directors.

4. Mandate

The Committee contributes expertise and capacity regarding REDI and SafeSport issues and best practices. This expertise will:

- a. Suggest safeguarding-related educational opportunities to the Nordiq Canada Governance Committee for the Nordiq Canada Board.
- b. Inform the Nordiq Canada Board on safeguarding issues and best practices.
- c. Liaise with the Governance Committee on safeguarding best practices to enhance Nordiq Canada's Board Policy.
- d. Liaise with the Nominations Committee on safeguarding best practices to assist with enhanced Board diversity.

This Committee operates in a manner that adopts the established frameworks of anti-racism, decolonization, and a rights-based approach to safeguarding, as well as other safeguarding frameworks and principles as determined by the Committee. This Committee will provide a safe and accountable space for courageous conversations.

SafeSport and REDI are intimately related, as those most vulnerable (i.e., equity deserving groups) experience increased prevalence of harm in sport, and maltreatment may stem from

marginalization. Therefore, it is important to take a holistic approach (i.e., safeguarding) to SafeSport that moves beyond prevention of harm and also includes the advancement of principles of reconciliation, equity, diversity, and inclusion.

5. Membership

- a. The Committee shall be composed of:
 - i. A minimum of three members of the Board of Nordiq Canada, including the Chair or one of the Vice-Chairs;
 - ii. One Athlete (currently competing or retired within the last 8 years) who is recommended by the Athlete Directors;
 - iii. One Representative from the para-nordic community (this representative may be in addition to the athlete representative);
 - iv. One representative from the Division Chairs Council;
 - v. The CEO and/or delegate as ex-officio/non-voting members;
 - vi. External subject matter experts who the Board feels will bring value to the Committee.

The intent of this Committee is to ensure that members are representative of diverse groups that are traditionally underrepresented and/or marginalized in cross-country skiing (e.g., racialized, indigenous, LGBTQ+ individuals).

- b. Those committee members referred to in subsection 5.a) shall be appointed by the Board.
- c. The term of a Committee member appointment is two years and is renewable.
- d. The Board may remove any member of the Committee at its sole discretion.
- e. In addition to the CEO and/or delegate, at least one member of this committee will be a member of the operational SafeSport Working Group for the duration of its mandate.

6. Chairperson

- a. The Chair of the Committee shall be a Board member and appointed by the Nordiq Canada Board on the recommendation of the Board Chair.
- b. The Committee Chair is responsible for:
 - i. Providing leadership to the Committee (i.e.: convening meetings; developing agendas; assigning, supervising and coordinating the Committee work); and
 - ii. Representing the Committee in communication.
- c. The Committee Chair shall liaise with:
 - i. the Nominations Committee Chair regarding REDI best practices for the recruitment process for potential Board members;
 - ii. the Governance Committee Chair regarding potential changes to Nordiq Canada Board Policy.

The Committee will appoint up to two Vice-Chairs, with the intent to ensure there is shared leadership within this committee.

7. Decision-Making

The Committee shall endeavour to make decisions by consensus. In case of disagreement, all Committee members shall cast votes.

8. Meetings

- a. The Committee shall determine a meeting schedule that will facilitate achievement of the Committee's work plan, which should include at least four meetings per year. Committee meetings may be in person or by any other means that facilitate communication of all attending Committee members simultaneously. Minutes that reflect all significant decisions of the Committee shall be kept at all regular meetings. Minutes shall be available to the Nordiq Canada Board.
- b. The Committee will report to all Nordiq Canada Board meetings, in which there has been committee activity since the previous Board meetings.

9. Review

The terms of reference shall be reviewed and approved annually.