

**WOMEN'S COMMITTEE**  
**TERMS OF REFERENCE / MANDATE**

**1. Introduction**

Cross Country Ski de fond Canada (CCC) can only achieve its strategic objectives with the full and equal participation of both genders. As such, the Chief Executive Officer (the "CEO") forms the Women's Committee (the "Committee") as an operational committee of CCC.

**2. Purpose**

The Committee is formed to provide advice and support to the CEO and the members of the CCC Management Committee to ensure CCC programs, policies and plans:

- a. ensure equality of opportunity for girls and women as participants, competitors, coaches, officials and leaders in cross-country skiing without discriminating on the basis of gender
- b. encourage the participation of girls and women in achieving CCC's strategic objectives

The work of the Committee will be fully aligned with CCC initiatives, goals and objectives as identified from time to time in CCC's Strategic Plan.

**3. Accountability**

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

**4. Mandate**

The Committee will contribute expertise, human resource capacity, and regional perspectives to the development of CCC programs, plans and policies in effecting the purpose set out above. In general, the Committee will:

- a. Develop subject matter expertise by engaging committee members and other resources to cultivate an understanding of best practices.
- b. Gather relevant feedback and ideas from members and experts (always in compliance with CCC policies and communication objectives).
- c. Attend Management Committee meetings and work collaboratively with managers and directors to incorporate expert advice and feedback in programs, plans and policies.
- d. Manage partnering initiatives that will advance the purposes and mandate of the Women's Committee.
- e. Develop annual operational plans for the Women's Committee and fulfill the objectives and tasks identified in such plans.
- f. Contribute to an annual program evaluation to confirm that objectives are being met and results achieved.

- g. Facilitate communication, cooperation and coordination between the different program areas and participants (i.e.: CCC national, Divisions and clubs) in effecting the mandate and the purpose of the Women's Committee.

**5. Membership**

- a. The Committee shall be composed of, when reasonably possible:
  - i. An athlete representative
  - ii. Such other members as the CEO, in consultation with the Committee Chairperson, may determine are beneficial to the function of the Committee
  - iii. Representatives from any of the five regions (1. PE, NL, NS, NB; 2. QC, NU; 3. ON; 4. MB, SK, AB, NT; 5. BC, YT) that wish to participate if such regions are not already represented by positions i. through iii.
  - iv. Staff persons who may be assigned by the CEO to support the activities of the Women's Committee (ex-officio)
- b. The CEO is ex-officio.
- c. The CEO will appoint members.
- d. The regional members of the Committee shall be appointed by the CEO in consultation with the Committee Chairperson and Division chairpersons in the affected regions. If, in the discretion of the CEO, a suitable candidate is not recommended to represent a region, the Committee may continue to function until a suitable representative is recommended and appointed.
- e. The Board of Directors' Athlete Director shall recommend the athlete representative, in consultation with the Committee Chairperson and the Division chairperson of the region with which the athlete is associated.
- f. The membership term is one year expiring in September and is renewable.

**6. Chairperson**

- a. The CEO will appoint any member of the Committee as Chairperson.
- 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. 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 meet at least once per year.
- 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 CCC 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.