

EDUCATION COMMITTEE

TERMS OF REFERENCE / MANDATE

1. Introduction

One of the single greatest challenges for the success of Cross Country Ski de fond Canada (CCC) is the retention of top athletes through the development pathway. As such, the Chief Executive Officer (the “CEO”) forms the Education Committee (the “Committee”) as an operational committee of CCC.

2. Purpose

To advise the CEO on how CCC can encourage, support and facilitate post-secondary education as part of the athlete development pathway for elite athletes in Canada, whether the athlete is a member of the national ski team, enrolled at a national training centre, in a club program or university program, or is training independently.

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 shall contribute expertise and advice to the CEO regarding options available to CCC for supporting athlete development pathway(s) that incorporate post-secondary education. Specifically, the Committee will:

1. Develop recommendations regarding options available to CCC for supporting athletes who are pursuing post-secondary education, and other actions and opportunities that may be available to CCC to improve athlete retention.
2. Engage with the Divisions (as represented through the Division Chairs and/or Executive Directors) to identify opportunities for enhancing or initiating cross-country ski programming, including coaching, at the post-secondary level, where there is a demonstrated interest by the Division.
3. Provide and execute an implementation plan to achieve recommendations under the direction of the CEO.

4. **Membership**

- a. The Committee shall be composed of
 - i. one member of the Board
 - ii. one representative of the Division Chairs Council
 - iii. one CIS athlete representative selected by peers at the National University Championship
 - iv. one CIS athletic director
 - v. other members, as needed
 - vi. the CEO (ex-officio)
- b. Members are appointed by the CEO.
- c. The appointment term is one year expiring in September and is renewable.
- d. The CEO may remove any member of the Committee at his or her sole discretion.
- e. The CEO will select the Chair of the Committee.

5. **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.

6. **Meetings**

- a. The Committee shall determine a meeting schedule that will facilitate achievement of the Committee's work in a timely manner.
- b. Committee meetings may be in person or by any other means that facilitates communication of all attending Committee Members simultaneously.
- c. The Chair may call specific ad hoc meetings to respond to specific issues as they arise.
- d. Records of discussion that reflect all significant recommendations and decisions of the Committee shall be kept at all regular meetings. Records of discussion shall be provided to the CEO.
- e. A quorum for each meeting of the Committee shall be three people.