

PARA-NORDIC COMMITTEE
TERMS OF REFERENCE / MANDATE

1. Introduction

Cross Country Ski de fond Canada (CCC) supports and promotes Para-Nordic skiing at all levels consistent with CCC's overall mission "[...] to develop and deliver programs designed to achieve international excellence in cross-country skiing." As such, the Chief Executive Officer (the "CEO") forms the Para-Nordic Committee (the "Committee") as an operational committee of CCC.

2. Purpose

The Committee provides advice and operational support to the High Performance Director Para-Nordic in the development and delivery of programs designed to achieve international excellence in Para-Nordic skiing. The work of the Committee will be fully aligned with initiatives, goals and objectives of Cross Country Ski de fond Canada as identified from time-to-time in CCC's Strategic Plan.

3. Accountability

The Committee reports to the CEO through the High Performance Director Para-Nordic. 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

Guided by the High Performance Director Para-Nordic, the Committee will contribute expertise, human resource capacity, and regional perspectives to the development and successful operation of CCC's Para-Nordic programs in effecting the purpose of the Committee. In general the Committee will:

- a. Help develop strategic direction and plans for CCC's Para-Nordic programs with the goal of providing sustainable achievement of podium performance in international competition.
- b. Fulfill strategies and key performance indicators identified in the annual Para-Nordic Operational Plan.
- c. Contribute to an annual program evaluation to confirm that objectives are being met and are achieving the desired results.
- d. Facilitate communication, cooperation and coordination between the different levels (i.e., CCC National, divisions and clubs) and components of Para-Nordic programs.
- e. As required, recruit and organize volunteers to help develop and implement Para-Nordic programs.
- f. Provide advice and assistance to other operational committees of CCC as required.
- g. Deliver guidance and help related to other aspects of Para-Nordic programs in Canada wherever and whenever possible.
- h. Act as a Para-Nordic specific High Performance Committee to provide advice and support in developing high performance plans, policies and selection criteria.

The CCC High Performance Committee and the CCC Coach and Athlete Development Committee mandates will also affect the direction of Para-Nordic planning and programming. The Committee will work to support the decisions and directions from other CCC committees as applicable to Para-Nordic programs.

5. Membership

- a. The Committee shall be composed of, when reasonably possible:
 - i. the High Performance Director Para-Nordic
 - ii. an athlete representative from the Para-Nordic National Ski Team
 - iii. the Para-Nordic National Ski Team head coach as identified by the High Performance Director Para-Nordic
 - iv. such other members as may be identified by the Chairperson as beneficial to the Committee
 - v. 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 iv.
 - vi. the able-bodied High Performance Director (ex-officio)
 - vii. staff persons who may be assigned by the CEO to support the activities of the Committee (ex-officio)
 - viii. the CEO (ex-officio)
- b. The CEO will appoint members.
- c. 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. When a region is not represented, the CEO, in consultation with the Committee Chairperson and the Division chairperson of that region, shall determine whether to recommend an individual who will facilitate the communication of the purposes, goals and objectives of the Committee to the Division chairperson.
- d. The athlete representative will be recommended by fellow Para-Nordic National Ski Team athletes in consultation with the Committee Chairperson.
- e. The membership term is one year expiring in September and is renewable.

6. Chairperson

- a. The High Performance Director Para-Nordic shall be the Chairperson of the Committee.
- 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

The Committee's role is limited to providing advice and support to the High Performance Director Para-Nordic and the CEO. For greater clarity, the High Performance Director Para-Nordic and the CEO shall not be bound by advice from the Committee. The Committee shall endeavour to make recommendations by consensus.

9. Meetings

- a. The Committee shall determine a meeting schedule that facilitates achievement of the Committee's on-going work and will meet at least four times 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.