

**DIVISION EXECUTIVE DIRECTORS COMMITTEE  
TERMS OF REFERENCE / MANDATE**

**1. Introduction**

Partnership between Cross Country Ski de fond Canada (CCC) and Divisions is critical to the success of CCC and Divisions, and to the growth of cross-country skiing across Canada. As such, the Chief Executive Officer (the “CEO”) forms the Division Executive Directors Committee (the “Committee”) as an operational committee of CCC.

**2. Purpose**

The Committee is a working group and advisory council to CCC on matters of importance to the sport of cross-country skiing in Canada and to the alignment of the organization.

**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. Likewise, Divisions are independent organizations.

**4. Mandate**

The Committee will work in partnership with CCC to have two-way discussions around operational impacts and opportunities at the Division and National level on items of importance to all members of the Committee.

The focus of the Committee is to work together to share information around planning, issues, proposed changes, and ideas to move the sport forward in all parts of Canada. The Committee will provide input to and collaborate with CCC on existing and new procedures intended to operationalize CCC and cross-country skiing in Canada. The Committee will provide advice on the following topics, among others:

- CCC programs, with the overall aim of a seamless integration with Division programs
- administrative services, such as registration and policies
- programming for and servicing of clubs and members
- delivery of the NCCP system in collaboration with the Coaching Development Committee
- communication and promotional strategies
- officials certification and development delivery system
- events scheduling in collaboration with the Events Committee

**Commented [MB1]:** Do you mean delivery of officials training?

In addition, the Committee will promote ongoing learning and development of peer-to-peer, cooperative relationships with fellow Committee members and invited guests. Committee members shall operate under the values of CCC.

**5. Membership**

- a. The Committee shall be composed of, when reasonably possible:
  - i. all Division executive directors or their designated representatives
  - ii. the CCC CEO or his or her designated representative
- b. The CEO will appoint members.

- c. The membership term is one year expiring in September and is renewable.

**6. Chairpersons**

- a. The CEO will be a co-chair of the Committee. Committee members will elect a second co-chair from the Committee membership.
- b. The Chairpersons are 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.
- b. Meetings may be by phone, in person, or by any other means that facilitates simultaneous communication of attending Committee members.
- c. It is suggested that the Committee meet by phone the second Tuesday of each month and in person at least once per year. The cost of attending in-person meetings is the responsibility of participating Divisions.
- 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 five people.