

HIGH PERFORMANCE COMMITTEE
TERMS OF REFERENCE / MANDATE

1. Introduction

A robust high performance system is of utmost importance to the overall mission of Cross Country Ski de fond Canada (CCC) "[...] to develop and deliver programs designed to achieve international excellence in cross-country skiing." As such, the Chief Executive Officer (the "CEO") forms the High Performance Committee (the "Committee") as an operational committee of CCC.

2. Purpose

The Committee provides advice and support to the High Performance Director and CEO in developing high performance plans, policies and selection criteria. The work of the Committee will be fully aligned with the goals of Cross Country Ski de fond Canada as identified from time-to-time in strategic plans.

3. Accountability

The Committee makes recommendations and reports to the CEO through the High Performance Director. 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 provide advice and operational support to the CEO through the High Performance Director. Guided by the High Performance Director, the Committee will contribute expertise, human resource capacity and regional perspectives to the process of developing CCC programs, plans and policies in effecting the purpose set out above. In general, the Committee will:

- a. Provide advice and support to the Director of High Performance, and to other operational committees as required.
- b. Facilitate discussion, engagement and consensus around the principles, concepts and strategies that will underpin the high performance system.
- c. Facilitate coordination between the components of the high performance system.
- d. Assist in the development of the operational programs, plans and policies to govern the operation of the National Ski Team Programs.

5. Membership

- a. The Committee shall be composed of, when reasonably possible:
 - i. the High Performance Director
 - ii. the Director of Events
 - iii. the Director of Coach and Athlete Development
 - iv. an athlete representative nominated by the Board
 - v. an athlete representative from the National Ski Team nominated by peers on the National Ski Team
 - vi. the National Ski Team head coach or team lead as identified by the High Performance Director

- vii. one coach representative from each training centre and/or club with carded athletes; each training centre and/or club can recommend one coach for appointment
 - viii. such other members as may be identified by the Chairperson as beneficial to the Committee
 - ix. 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 viii.
 - x. the Para-Nordic High Performance Director (ex-officio)
 - xi. the CEO (ex-officio)
- b. The CEO will appoint members in consultation with the Committee Chairperson.
 - 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 Board of Directors' Athlete Director shall recommend the Board-nominated athlete representative, in consultation with the Committee Chairperson and the Division chairperson of the region with which the athlete is associated.
 - e. The membership term is one year expiring in September and is renewable.

6. Chairperson

- a. The High Performance Director 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 and the CEO. For greater clarity, the High Performance Director and the CEO shall not be bound by advice from the Committee. The Committee shall endeavour to make recommendations by consensus.

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 each year.
- b. Meetings may be by phone, in person, or by any other means that facilitates simultaneous communication of attending Committee members.
- c. The Committee will keep a record of recommendations and decisions and provide this record to the CEO.
- d. A quorum for each meeting of the Committee shall be four people.

- e. The Committee will invite Directors and Committee chairpersons of other CCC programs to attend meetings that may have implications for their program areas or where their advice is indicated. The Committee will seek input and advisement from the Junior Development Committee.