



## TERMS OF REFERENCE – HISTORICAL COMMITTEE

**Name:** **Historical Committee**

**Mandate:** The Historical Committee is a program committee of the CFF. Its role is to preserve and archive the history of fencing in Canada.

**Key Duties:** The Committee will perform the following key duties:

- Gather and preserve existing history both documents and artifacts
- Research gaps in existing materials and work towards the finalization of a complete picture of fencing in Canada.
- Create a digital history that is accessible to the public internationally
- Perform such additional tasks as may be assigned to the Committee by the Board of Directors or by the Executive Director.

**Authority:** The Committee will make recommendations for input from the membership and approval of the Board of Directors.

The committee can form sub-committees whenever necessary to facilitate the committee's work.

The committee's plans (annual, quadrennial etc.) and the annual budget must be approved by the Executive Director.

**Composition:** The composition of the Committee will include:

- A Chair
- 4 members at large, selected based on demonstrated expertise and/or interest.
- The CFF Executive Director of is an ex-officio member of the committee

**Appointment:** With the exception of staff, the Board of Directors shall appoint the chairperson and the chairperson shall nominate all other committee members to be approved by the Executive Director.

Members of the Committee will serve terms of one year, and such terms may be renewed to a maximum of six consecutive terms.

Nominations from the community, including P/T Associations should be solicited.

When approving the committee membership, the Executive Director will consider the ability and experience of the candidate as well as the diverse nature of CFF's membership, including language, gender and geographic location as weighting for approval.

**Meetings:** The Committee will meet by telephone or in person as required or by any other electronic means. Meetings will be at the call of the Chair or at the call of the Executive Director.



**Resources:** The Committee will receive the necessary resources from CFF to fulfill its mandate. The Executive Director has final authority on all staffing.

**Reporting:** The Committee will report through the Executive Director to the Board of Directors. The Committee will report to the membership, in writing, at the Annual General Meeting. The Chair will attend the Annual General Meeting and will also participate in all CFF strategic planning meetings.

**Approval:** These Terms of Reference were approved by the Board of Directors of CFF on December 9, 2013.

**Review:** The Board of Directors will review these terms of reference periodically and will make changes, if warranted.