



## TERMS OF REFERENCE – HIGH PERFORMANCE ADVISORY COMMITTEE

**Name:** High Performance Advisory Committee

**Mandate:** The High Performance Advisory Committee is a program committee of the Canadian Fencing Federation (CFF). Its role is to provide leadership and direction to CFF's High Performance Programs.

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

- Oversee all aspects of the CFF's High Performance programs, including Training Centres and National Teams.
- Ensure consistency, uniformity and effectiveness in the administration of High Performance Programs.
- Liaise with other program committees on matters pertaining to High Performance, Training Centres and National Teams.
- Perform such additional tasks as may be assigned to the Committee by the Board.

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

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 High Performance Advisory Committee will be composed of:

- Chair
- CFF Weapon Leaders
- Athletes Representative - retired within 5 years from HPP
- Other members will be added with expertise deemed required by the Chair and/or Executive Director.
- The CFF Executive Director 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 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 the CFF's membership, including language, gender and geographic location as weighting for approval.



**Meetings:** The Committee will meet by telephone, by electronic means, or in person, as required. 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 of the Committee 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 CFF Board of Directors on December 9, 2013.

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