



## TERMS OF REFERENCE – VETERANS COMMITTEE

### **Name: Veterans Committee**

**Mandate:** The Veterans Committee is committee of the CFF. Its role is to provide leadership, guidance and expertise to promote Veterans fencing in Canada.

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

- Prepare both long-term and short-term work plans, for approval by the Executive Director.
- Recommend policies, standards and guidelines related to all aspects of Veterans fencing.
- Recommend selection criteria for Canadian Veterans teams to International competitions.
- Ensure that all policies, rules and guidelines pertaining to Veterans fencing competitions are adhered to.
- To organize Veterans competitions as it sees fit.
- To organize the annual Can/Am Veterans Cup.
- To fix annual Veterans membership fees from time to time.
- To recruit membership.
- To engage in fundraising.
- To promote the sport of fencing in the over forty year age group.
- To provide opportunities for Veteran fencers to compete locally, regionally and nationally, under accepted rules and regulations for Veterans.
- Inclusion of Veterans in all CFF sanctioned competitions.
- Perform such additional tasks as may be assigned to the Committee by the Board or by the Executive Director.

**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 and the annual budget must be approved by the Executive Director.

**Composition:** The Committee will be composed of the following:

- A Chair
- Five members (to represent all possible regions of Canada)
- Member with Marketing/Sponsorship/Communications experience
- The Executive Director is ex-officio member of the committee
- Other members with expertise deemed required by the Chair and/or Executive Director.

**Appointment:** With the exception of staff, the Board of Directors shall appoint the chairperson as a result of nominations solicited from all Veteran fencers with valid CFF membership. 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 three consecutive terms.

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 Veterans 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.

**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 require approval by the CFF Board of Directors.

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