



TERMS OF REFERENCE – WHEELCHAIR FENCING COMMITTEE

Name: **WHEELCHAIR FENCING COMMITTEE**

Mandate: The Wheelchair Fencing Committee is a program committee of the CFF. Its role is to oversee the development and delivery of high performance programs for fencers with a disability.

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

- Oversee all aspects of the men's and women's National Team programs, including training and competition schedules, Training Centre facilities and IST support.
- Provide training, technical resources and development opportunities for coaches in Wheelchair fencing.
- Prepare and monitor budgets for the administration of National Team programs, and seek alternative funding sources to enhance opportunities.
- Raise awareness of the opportunities available for fencers with a disability, in both the fencing and disabled communities.
- Offer expertise and resources to support the development of grass-roots programs in Wheelchair fencing.
- Serve as the Canadian Fencing Federation liaison to various international and national organizations, including IWAS (International Wheelchair Association for Sport), IPC (International Paralympic Committee), and CPC (Canadian Paralympic Committee)
- 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 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
- All Head Coaches
- A representative who will fulfill the national and international liaison function of the Committee
- A representative who will fulfill the grass roots development function of the Committee
- 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 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 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 the 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 strategic planning meetings of the CFF.

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.