



Canadian Fencing Federation Gender Equity Committee Terms of Reference

PURPOSE

The Gender Equity Committee supports the Canadian Fencing Federation (CFF) in developing, promoting, monitoring, and providing advice about programs and policies to advance gender equity.

MEMBERSHIP

- Membership will consist of a Chair, 4-6 other Committee Members, and the CFF Gender Equity Coordinator
- The Gender Equity Committee will strive to be gender balanced within the range of a ratio of genders consistent with the targets established by the Board of directors.
- A CFF Board of Directors Member shall be assigned to serve as an Ex Officio Member of the Committee and shall not count towards the maximum number of Committee members and shall not have a right vote.
- CFF staff member(s) or contractors are expected to support the Committee's activities and participate in meetings in a non-voting capacity.

AUTHORITY / DECISION MAKING

- The Gender Equity Committee is a Standing Committee of the CFF
- The Gender Equity Committee has the authority to interpret and apply Board approved policies.
- The Gender Equity Committee has the authority to work with and advise other CFF Committees on gender equity issues.
- The Committee Chair and Gender Equity Coordinator report directly to the CFF Executive Director.
- The Gender Equity Committee members will receive no compensation and have no authority to make expenditures.

VOTING / DECISIONS

Decisions will be made informally through discussion and by consensus of active and involved members. If consensus cannot be reached, a majority vote will be used.

QUORUM

The majority of the voting members present forms a quorum. If the Chair is absent, the CFF Gender Equity Coordinator shall assume the responsibilities of the Chair for the meeting.

FREQUENCY OF MEETINGS

Meetings shall be held monthly or more frequently at the call of the Chair. Meetings may be in person or via video conference as required.

RECORD OF DECISIONS

- All meetings will have an agenda and produce minutes.
- The minutes shall be taken by the Gender Equity Coordinator.

- The Committee may make recommendations to the Board when situations require it.
- Documents shall be kept at the CFF's office.

TERM

Each member of the Gender Equity Committee will serve a one-year term and will be eligible for re-appointment on recommendation of the Chair and approval of the Board of Directors.

SCOPE OF THE COMMITTEE'S MANDATE

- To develop and oversee adherence to the CFF's Gender Equity Policy.
- To develop the CFF's gender equity targets, objectives and initiatives identified by the CFF Board of Directors and the Action Planning Consultations.
- To evaluate progress of the CFF's gender equity strategies and achievement of gender equity targets.
- The CFF Board of Directors may delegate additional duties to the Gender Equity Committee as required.

RESPONSIBILITIES OF THE CHAIR

- To chair all meetings of the Committee.
- To ensure compliance with the Terms of Reference and Gender Equity Policy.
- To determine how issues referred to the Gender Equity Committee should be handled (in conjunction with the Gender Equity Coordinator).
- To comply with all approved budgeting, financial and planning policies and procedures (in conjunction with the Gender Equity Coordinator).
- To report to the membership at the AGM on activities undertaken by the Gender Equity Committee (in conjunction with the Gender Equity Coordinator).
- To liaise as required with other CFF Committees on related gender equity issues and engage Gender Equity Committee members as needed (in conjunction with the Gender Equity Coordinator).

RESPONSIBILITIES OF THE GENDER EQUITY COORDINATOR

- Oversee the completion of all approved gender equity initiatives.
- To lead the development of an annual Gender Equity Committee workplan and seek approval by the CFF Board of Directors and/or Executive Director.
- To ensure all Gender Equity Committee members receive gender equity training and are oriented to the work of the Gender Equity Committee prior to engaging in Committee activities.
- Provide recommendations for social media and marketing initiatives.
- Act as a professional advisor to the ED on all gender equity issues.
- Serve as the liaison between the CFF and Canadian Women and Sport regarding gender equity.
- To determine how issues referred to the Gender Equity Committee should be handled (in conjunction with the Chair).
- To comply with all approved budgeting, financial and planning policies and procedures (in conjunction with the Chair).
- To report to the membership at the AGM on activities undertaken by the Gender Equity Committee (in conjunction with the Chair).
- To liaise as required with other CFF Committees on related gender equity issues and engage Gender Equity Committee members as needed (in conjunction with the Chair).

APPROVAL OF TERMS OF REFERENCE

Date Approved: 2021-06-29