



## TERMS OF REFERENCE – HIGH PERFORMANCE ADVISORY COMMITTEE

**Name:** High Performance Advisory Committee

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

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

- Oversee all aspects of the CFF's High Performance programs;
- Ensure consistency, fairness and effectiveness of high performance programs and selections
- Install, develop, and sustain high performance in CFF High Performance Training Centres and National Teams.
- Liaise with other committees on high performance issues.

**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.

**Composition:** The High Performance Advisory Committee will be composed of:

- The HP Director, Committee Chair
- The HP Coordinators
- A club Representative
- An athletes Representative
- A female Representative
- Other members with expertise deemed required

### **Appointment:**

With the exception of staff members, the High Performance Director appoints committee members.

Committee members will serve for one-year terms, renewable annually.

Nominations will come from within the fencing community and will only include those who have had experience with high performance either as an athlete or coach.

The HP Director will take into account the qualifications and experience of the nominee and the diverse nature of the CFF membership, including language, gender, and geographic location in his or her approval.

**Meetings:** The Committee will meet by video conference, by electronic means, or in person, as required. Meetings will be at the call of the HP Director.

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



**Reporting:** The Committee will report through the HP 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 have been reviewed in October 2020 and must be approved by the CFF Board of Directors.

**Review:** The HP Director , in collaboration with the Board of Directors will review these terms of reference periodically and will make changes, if warranted.