

Athletes Council – Terms of Reference	
Type	<ul style="list-style-type: none"> Elected council representing Canadian National fencing team athletes
Function	<ul style="list-style-type: none"> The Canadian Fencing Federation (CFF) Athletes' Council (“AC”) is an elected group of current and recently retired athletes that serve as the collective voice, advocating the best interests of Canadian National Fencing Team and High Performance Program athletes (“Athletes”). The AC works to provide input, recommendations and two-way communication from an athlete's perspective to the CFF staff, Committees, and Board of Directors. The AC Members must adhere to any philosophies, policies, and strategic plans adopted by CFF. The general purpose of the AC is to represent current and aspiring Athletes. In contribution to the achievement, and the development of philosophies, policies, and strategic plans of CFF, AC Members shall rely on their unique perspectives to promote the views and concerns of the Athletes.
Responsibilities	<p>The Chair and Members will:</p> <ul style="list-style-type: none"> Provide guidance and recommendations to the CFF staff, Committees and Board of Directors, including consideration of current or contemplated policies, programs, decisions, or other matters that are relevant. Create a strong foundation that promotes, advocates, and supports open and transparent two-way communication between the AC, CFF Board of Directors and Committees, CFF Staff and other stakeholder groups domestically and internationally. The elected AC Members will communicate and seek input from all other teammates from their respective electorate. Partner with national organizations, as required, to provide NSOs with athlete representation resources to support the development of world-leading athlete representation on their boards, committees and

	<p>teams.</p> <ul style="list-style-type: none"> • Promote services and programs for Athletes that will benefit them during and after their athletic career. • Advocate to ensure all athletes' rights are respected and protected in relation to the CFF mandate and organizational planning. • The Chair will remain in communication with AC Members between formal meetings to provide input and feedback as needed • Meet with the CFF leadership staff and Board of Directors twice per year to provide input and share any feedback received from the athletes and teams • Not take stands on issues or represent themselves as the AC in areas of personal interest having no connection with official AC responsibilities and shall ensure the views, comments and opinions of their teammates are communicated as appropriate.
Composition	<p>The AC is comprised of Elected Members and ex-officio members. Elected members have speaking rights and voting rights; ex-officio members have speaking rights at the invitation of the chair.</p> <p>The composition of the AC shall be the following:</p> <p>a) Elected Members: The AC shall consist of a maximum of eight elected members representing each of the six CFF weapon team programs, the para-fencing program, and Alumni.</p> <p>* The AC should aim for a max of 60% either gender (male or female) of elected Members.</p> <p>b) Ex-officio members who attend at invitation of Chair</p> <ul style="list-style-type: none"> • CFF President • CFF Executive Director
Eligibility	<p>"Eligible Members":</p>

	<ul style="list-style-type: none"> Any CFF High Performance Program member, who has been officially selected to one of the Canadian Fencing Teams in the calendar year prior to the call for nominations; and <p>“Eligible Alumni Members”:</p> <ul style="list-style-type: none"> Alumni of any of the CFF Teams from within the last eight years who is retired and was a member of a senior national team or competed at the senior international level, not more than eight years previously
Election	<ul style="list-style-type: none"> Eligible Members and Eligible Alumni Members (as defined above) will be called upon electronically to make nominations no less than thirty (30) days prior to CFF AGM dates. Each of the six weapon teams, the parafencing team, and the Alumni members will nominate their respective candidates separately. Eligible Members and Eligible Alumni Members may nominate themselves or someone else for an AC position. After receipt of nominations, the eligible nominee(s) will be notified. The nominees will be called upon to accept or reject their nominations. An electronic election will be held with the names of the eligible nominee(s) that have accepted their nominations. Eligible Members/Alumni Members hold one (1) vote each and each of the six weapon teams, the parafencing team, and the Alumni members will vote for their respective representatives separately. Eligible Members and/or Eligible Alumni Members who received the most votes will be appointed to the available AC position(s). AC Members may be removed from the AC in the following ways: <ul style="list-style-type: none"> Violation of CFF’s Code of Conduct A vote of non-confidence supported by at least 60 percent of the remaining Elected Members Resignation <p>Election of the AC position(s) will take place in the 1st and 3rd year of the quadrennial. If a full slate of AC Members is not elected at the election, or if at any time the AC does not have a full complement of AC Members, the majority of the AC may appoint an eligible individual</p>

	as a voting member for a term that expires at the next AC election.
Meeting Procedures	<ul style="list-style-type: none"> • The Chair and the CFF Executive director will circulate an Agenda prior to the meeting. The CFF AC meets by teleconference or other electronic means at least once every four months and as decided by the Chair. The Chair, together with the Executive director, shall determine the time and location of any meeting. • The AC will meet in camera at its discretion and at least once per year in a face-to-face meeting. Minutes will not be kept during in-camera meetings of the AC. The AC can go in camera by excluding ex-officio members. • Decisions will be made by a majority vote of the members present.
Terms	<ul style="list-style-type: none"> • Chair: The elected AC members shall elect a Chair on a two-year cycle. A Chair can serve a maximum of two full terms on the AC in this capacity. • AC Members: The eligible members of each CFF team shall elect their representative on a two-year cycle. There is no limit on how many terms an active athlete can serve on the AC.
Procedures	<ul style="list-style-type: none"> • Quorum for AC meetings shall be fifty percent of the members. • Develop an annual work plan that fulfills the priorities and responsibilities of the CFF • Minutes of the meetings will be transcribed by a member of the AC, selected to be the Secretary and circulated to the council for approval. Minutes of meetings will record time, date and participants of the meeting and the recommendations to be forwarded. Due to the potential strategic and sensitive nature of the discussions, minutes may not record the discussion leading to the recommendations. Minutes will be circulated to the AC members.
Reporting	<ul style="list-style-type: none"> • The AC will report quarterly and meet at least twice

	<p>per year with the CFF leadership staff and Board of Directors twice per year to provide input and share any feedback received from the athletes and teams.</p> <ul style="list-style-type: none">• The AC will report quarterly at a minimum, to Eligible Members.• Chair of the AC is invited to serve as a Board Observer and attend meetings of the Board in a non-voting capacity• The AC will present the CFF Board of Directors annually with an Athlete Report reflecting the business and recommendations of national team athletes at the end of each competitive season or fiscal year.
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