



ORIENTEERING C A N A D A

Canadian Orienteering Federation High Performance Committee Terms of Reference

June 2009

Membership

1. The Committee shall include the National Coach and the Athletes' Representative. At least two other individuals will be invited to participate on the committee to expand its expertise and capabilities.
2. Members will be recommended by the National Team Coach and Athletes' Representative to the COF Board. Committee members will be appointed by the COF Board as soon as is practicable following the COF Annual General Meeting and as needed through the year. The Committee may recommend additional members to the Board at any time as required.
3. Committees members' term ends at the close of the following Annual General Meeting.
4. The Executive Director shall serve as an advisor and resource to the Committee.
5. Attendance by other officers, employees or members of the association, or other guests, at Committee meetings shall be determined by the Committee.
6. Members should have a strong understanding of the high-performance program in Canada and of international orienteering. Members should be committed to the effectiveness of this Committee and willing to attend all meetings.

Objectives:

1. To develop consensus and make decisions around the principles, concepts and strategies that will underpin the high performance system.
2. To improve Canada's standing in international competitions (JWOC, WOC, World Games, World University Games)
3. To raise the profile of elite orienteering in Canada within the COF and in general

Duties:

1. To ensure appropriate selection criteria and procedures for athlete/ coach involvement in High Performance programs
2. To liaise with other Committees as required
3. To design, develop and deliver programs for elite orienteers
4. To develop an annual budget for the High Performance Program
5. To co-ordinate fundraising, marketing and communications for the High Performance Program
6. To decide on uniforms, make final decisions surrounding National Team competitions (i.e. accommodations, food)

Expectations

1. The members of the Committee shall be approved and appointed by the Board.
2. The Board, or in the event of failure to do so, the Committee, shall appoint a Chair, who is a member of the board, from among the members of the Committee.
3. The Committee shall appoint one of its members as Secretary to the Committee, who shall ensure that the deliberations and decisions of the Committee are recorded.
4. The Committee may obtain the advice and counsel of external advisors, providing the Board has approved the engagement of such advisors.
5. The Committee shall meet not less than four times per year.
6. Members of the Committee are expected to attend all meetings of the Committee.
7. Meetings may be held in person, by telephone or other telecommunications device that allows participants to speak to and hear each other.
8. If the Chair of the Committee is not present at any meeting of the Committee, a Chair for the meeting shall be chosen by the Committee from among members present.
9. The Chair of the Committee presiding at any meeting of the Committee shall have a vote in all matters considered by the Committee.
10. Quorum shall be a majority of the members; neither the determination of the number required for quorum, nor whether quorum is achieved, is affected by the Chair being a member ex-officio.
11. Questions shall be decided by simple majority of the Committee members present.
12. In the event of a tie, matters shall be referred to the Board for decision.

13. All Committee members and advisors shall maintain the confidentiality and privacy of all deliberations, and of corporate records, materials and information, which are not generally available to the public.

Accountabilities

1. The Committee shall report the following to the Board in writing at each Board meeting:
 - a) date(s) of meeting(s) since the last report, and committee member attendance;
 - b) work plan and progress towards the achievement of the work plan;
 - c) schedule for presentation of information to the Board as may be required to assure compliance with the federation's policies and bylaws;
 - d) any issues which would be of interest to, or need to be considered by, the Board and related recommendations.
2. The Committee shall review its terms of reference annually and confirm or renegotiate the Board/Committee relationship annually.