



## **Climbing Escalade Canada (“CEC”) High Performance Governance Committee (HPGC) Terms of Reference**

### **Official Policy Name**

CEC-HP-08 High Performance Governance Committee (HPGC) Terms of Reference

### **Purpose / Mandate**

The High Performance Governance Committee (HPGC) will support CEC’s values and mission to help achieve the objectives of the High Performance Program (HPP). The HPGC is tasked with the oversight and adherence to the high performance selection policies.

### **Goals and Objectives**

The objectives of the HPGC include, but are not limited to:

- Develop, review and update the selection policies in alignment with the HPP vision and mandate.
- Manage and administer the selection policies; Using the CNR provided by the CNR Working Group, execute selections of athletes for the HPP and Events
- Ensure that selection policy procedures are followed accurately
- Communicate selection notices to athletes in a timely manner

### **Jurisdiction**

The HPGC is responsible for executing the HPP selection policies under the supervision of the High Performance Coordinator (HPC) and the Executive Director (ED).

### **Members/Composition**

There shall be no fewer than 3 and no more than 8 committee members, in addition to the High Performance Coordinator.

The composition of the HPGC is as follows:

- Chair: HPC (tie breaking vote)
- CNR Consultant (no vote)
- 2 to 7 Members at-large

### **Membership Process**

The open call for applications shall be posted publicly on the CEC website no less than two (2) months before the term expiration of any committee member, with a deadline for applications no less than one (1) month before the term expiration of any committee member.

All individuals are welcome to join the HPGC; however, preference shall be given to those experienced in high performance sports. The Executive Director (ED) and the High Performance Coordinator (HPC), in their sole discretion, shall review the open call applications each year and recommend which of the applicants shall be appointed to the HPGC. Selected committee members must be endorsed by the board of directors.

The Athletes Commission may appoint an Athlete Representative to serve as a member of the HPGC. The Athlete Representative will have all the rights, privileges, and responsibilities of any other member of the HPGC except that, notwithstanding anything in these Terms of Reference, the Athlete Representative shall serve at the pleasure of the Athletes Commission.



The Board in its sole discretion but preferably in conjunction with a recommendation from the HPC, may remove any member of the HPGC, if any. Removal of members of the HPGC may be conducted regardless of whether cause for removal is established but must be conducted respectfully.

Members of the Board may apply and be appointed to the HPGC (“Regular Board HPGC Member”) provided they comply with the terms of this policy and undertake to refrain from representing the Board at HPGC meetings. Board members applying for membership on the HPGC must not participate in or be present at the endorsement process conducted by the Board in relation to the membership of the HPGC.

Members are appointed for a term of 1 year. There are no limits to the number of consecutive terms for any one committee member.

### **Work Methods**

All HPGC work will utilize a shared learning approach with an emphasis on discussion and evidence-based decision making.

### **Frequency**

The HPGC will meet at least 4 times a year, and as needed, to review current HP policies and selection processes. THE HPGC will meet at specific timelines to prepare for International Events and timelines. Specific dates will be communicated closer to meeting times.

### **Meeting Process**

Every meeting must include:

- Meeting Chair: Responsible for directing conversation and ensuring adherence to the agenda;
  - Meeting chair may be someone other than the committee chair.
- Secretary: Person appointed by the committee that is responsible for recording meeting minutes. Can be different or the same at each meeting.

### **Conflict of Interest**

Due to the nature of the HPGC membership composition, conflicts of interest may arise, but should be avoided when possible. Such examples can include but are not limited to: parents of HP athlete, coach of HP athlete, HP athlete themselves, sponsor of a HP athlete, etc.

All conflicts must be disclosed in the application process. The HPC and ED, in their sole discretion, will determine which conflicts are acceptable and which are not. Once appointed, it is the responsibility of each member of the HPGC to disclose their conflict and abstain from discussion and voting when they face a situation where they could benefit from the outcome of the vote. In some cases, a temporary expert (such as a director of CEC or a member of the Performance Advisory Group) may sit in place of the person with conflict.

### **Consensus Model and Voting Rules**



Decisions made by the HPGC should be made via a consensus decision-making model. A consensus decision-making model is a group decision-making process in which group members develop and agree to support a decision in the best interest of the whole.

If consensus cannot be reached on decisions requiring a unified recommendation, a vote shall be taken pursuant to the following requirements:

- A minimum of 60% of committee or sub-committee members need to be in attendance or by proxy order to achieve quorum to conduct business.
- If quorum is met, an action shall require at least 75% approval of the members in attendance or by proxy at the meeting.
- If a committee member is unable to attend, they may assign a proxy in writing to vote on their behalf.
- If quorum is met, the members shall vote using the either of the following methods, as decided by the meeting chairperson:
  - show of hands, or
  - anonymous ballot, as decided by the chairperson of the meeting
- Board representatives, if in attendance, are present to represent the Board's interest, and cannot cast a vote. They will cast a vote at the Board level if needed.
  - For greater clarity, Regular Board HPGC Members are not considered, and are not eligible to be, Board representatives for the purposes of this section. Accordingly, a Regular Board HPGC Member may not represent the interests of the Board as a Board representative and therefore may cast a vote. If a Board representative is required or requested to attend a HPGC meeting, a Board member other than the Regular Board HPGC Member must attend.

### **Reporting and Recommendations**

Reporting and recommendations shall be governed by the following rules:

- The HPGC shall develop and provide recommendations, and share this with the chair of the committee and/or the HPC;
- Recommendations or approvals are then presented to the Board, and if required, will be voted on by the Board.

### **Communications**

A group email and phone number list will be created for all members of the HPGC. Email and phone lists are ONLY to be shared amongst the HPGC members and must not be shared with anyone outside of the HPGC unless express permission to do so is granted to the HPC.

The HPC must only approve the sharing of email or phone numbers in accordance with applicable privacy and anti-spam legislation.

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