



## Athlete Advisory Committee Terms of Reference

Section	Change	Version #	Date Approved	Effective Date
All	New Terms of Reference	1	Sept 8, 2019	Sept 8, 2019

**Committee Name:**        **Athlete Advisory Committee**

**Composition:**        The Athlete Advisory Committee consists of:

- no less than 5 and no more than 7 members.
- Members must:
  - Be a registered player with Ringette Alberta at the time of their appointment. Existing Committee members remain eligible to serve on the Committee for up to one year after they cease to be a registered player.
  - Be in good standing with a Group Member of Ringette Alberta.
  - Be at least 15 years of age at the time of their appointment.
- Collectively, the Members of the Committee should bring perspective from the following general areas of ringette programming:
  - Recreational Youth
  - Recreational Adult
  - Competitive Youth
  - Competitive Adult
  - Pursuit of Excellence and High Performance
- Ringette Alberta Executive Director or designate will act as a non-voting member of the committee.

**Chairperson:**        The Chairperson shall:

- Call meetings of the Committee
- Deliver Athlete Advisory Committee Reports to the Board
- Designate another Committee Member to chair the committee should the Chairperson be absent
- Attend the Ringette Alberta Annual General Meeting and report a summary of the work of the Committee since the last Annual General Meeting

- Serve a two-year term at which point they may be re-elected. The Chair may serve a maximum of two terms (4 years)

**Responsible To:** The Committee reports to the Ringette Alberta Board.

The Athlete Advisory Committee is a standing committee of the Ringette Alberta Board and, as per Ringette Alberta Bylaws and the Committees Policy (22.0) the Committee's formation, modification, and termination is at the discretion of the Board.

**Purpose:** The Athlete Advisory Committee's role is to support the elected Board of Directors of Ringette Alberta.

The Committee may conduct a formal review of Ringette Alberta's programs and make related recommendations, advise on policy considered by the Board, bring concerns to the attention of the Board and act as an advisory resource to Ringette Alberta staff on operational matters.

**Authority:** 22.4.1 of the Committees Policy

**Term:** Committee members will serve two-year terms (provided they remain eligible during that time).

Half of the members are to be appointed in even years, the other half in odd years to ensure continuity of the Committee. For its inaugural year, the Ringette Alberta Board of Directors will appoint half the preferred nominees for a two-year term and the other half for one year term.

In subsequent years, registered athletes will select, through a process prescribed by the Ringette Alberta Board, a slate of nominees to be considered by the Board for appointment.

Appointments (renewal of the Committee) will coincide with Ringette Alberta's Annual General Meeting.

**Meetings:** Meetings will be held at least semi-annually at the call of the Chair, or by request of a majority of the Committee members.

**Quorum:** A majority of its members (50% plus 1)

**Voting:** Each Committee Member will be entitled to one (1) vote.

**Reporting:**

In a matter prescribed by the Board of Directors, the Athlete Advisory Committee will report to the Board of Directors at each meeting of the Board.