



Terms of Reference Athlete's Council

Overview

1. These Terms of Reference describe the mandate, authority and responsibilities of Volleyball Canada's Athlete's Council. These Terms of Reference outline clear and specific information on how the Council is organized, what it is trying to achieve, its decision-making authority and deliverables, who the members are, and when they meet.

Authority and Mandate

2. The Athlete's Council will represent Volleyball Canada's athletes and act as their collective voice to the Board of Directors.
3. The Athlete's Council serves in an advisory capacity to the Board and/or operations staff.
4. Members of the Council will act honestly and in good faith.

Membership

5. The Council shall be composed of at least three (3) members (one per each Senior National Team program, including indoor, beach and sitting), and not total more than nine (9) members. Members are elected from athletes who are carded members of Volleyball Canada's National Team programs or who were carded members of Volleyball Canada within the last six (6) years of their election to the Athletes' Council ("Eligible Members").
6. The Chairperson shall be the Athlete Director to the Board of Director.
7. Each of Volleyball Canada's National Team programs shall elect a representative to the Athlete's Council through their respective team program.
8. Council members will be appointed for a term of two (2) years.
9. The Chair of the Board shall be an ex-officio and non-voting member of the Council.
10. The Chief Executive Officer shall be an ex-officio and non-voting member of the Council.
11. The Council may also request a Volleyball Canada staff member to attend Council meetings in a non-voting (ex-officio) administrative capacity.
12. A Canadian representative on the FIVB Athletes Council shall be an ex-officio and non-voting member of the Council.

Diversity, Equity and Inclusion

13. Volleyball Canada is committed to encouraging diversity, inclusion, equity and access in its administration, policies, programs, and activities. Per its Diversity, Equity and Inclusion Policy, Volleyball Canada will work to provide Under-Represented Groups with an equitable range of opportunities to participate on this committee.

Conflict of Interest

14. Any member with a potential conflict of interest shall declare such conflict when they are appointed to the Council and at the start of any meeting at which they may be conflicted on a topic for discussion. An individual will recuse themselves from any discussion when they are in conflict.
15. Conflict of Interest will remain a standing item on the agenda for all Council meetings.



Duties and Responsibilities

16. The Council will:
 - a. Review and adhere to the Terms of Reference;
 - b. Present athletes' views and positions to the relevant decision-making body with regards to current or future programs, policies and procedures
 - c. Provide a forum in which Athletes may share and develop information or ideas as they relate to Athletes
 - d. Review and provide input for Athlete Agreements
 - e. Recommend athlete representation, where appropriate, to Volleyball Canada, the Canadian Olympic Committee Athlete's Commission, Canadian Paralympic Committee Athletes' Council and/or other external agencies such as AthletesCAN when applicable.
 - f. Suggest updates to these Terms of Reference to the Board

Procedures

17. The Council shall keep minutes of the discussion that will be included with its findings and recommendations.
18. The Council shall meet at minimum, three a year, or as necessary at the discretion of the Chairperson via conference call/web conference or in-person.
19. The Chairperson is required to call a meeting of the Council if requested to do so by:
 - a. Any member of the Council
 - b. The Chair of the Board of Directors
 - c. The Chief Executive Officer
20. The Chair shall distribute the agenda to Council members at least 24 hours in advance of a scheduled meeting. The agenda shall include the following items:
 - a. Approval of the agenda
 - b. Approval of the minutes from the previous meeting
 - c. Declaration of Conflict of Interest
 - d. Ongoing business
21. Quorum will be a majority of the Council members.

Reporting

22. The Council will submit regular reports to the Board.
23. When the Board requires the Council to make a decision or take a position on a matter, the Council will make its decision or determine its position by majority vote of the Council's members
24. The Council will record minutes of all meetings. All minutes will be forwarded to the Chair and Chief Executive Officer.

Review

25. The Board of Directors shall review the Terms of Reference annually.

Approval

26. These Terms of Reference were approved by the Board of Directors on March 30, 2021.