



Terms of Reference High Performance Management Committee

Overview

1. These Terms of Reference describe the authority, mandate and responsibilities of Volleyball Canada's High-Performance Management Committee. These Terms of Reference outline clear and specific information on how the Committee 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 High-Performance Management Committee is an operations committee of Volleyball Canada.
3. The Committee is to provide leadership and direction to Volleyball Canada's high-performance programs.
4. The Committee serves in an advisory capacity to the Board and/or operations staff.
5. The Committee will make recommendations for input from the membership and approval of the Board of Directors as necessary.
6. The Committee may form sub-committees whenever necessary to facilitate the Committee's work.
7. Members of the Committee will act honestly and in good faith.

Membership

8. The Committee shall be composed of at least three (3) and not more than seven (7) members, including a Chairperson.
9. The Chair of the Board shall appoint Volleyball Canada's President and Chief Executive Officer as the chair of the committee.
10. Other Members of the Committee shall include:
 - a. Volleyball Canada's High Performance Director Indoor
 - b. Volleyball Canada's High Performance Director Beach
 - c. Volleyball Canada's High Performance Director Sitting
 - d. Volleyball Canada's Director, Sport Science and Innovation
 - e. Other members with expertise as deemed required by the Chair of the Committee
11. The Chairperson shall solicit nominations from Volleyball Canada's Active Members as necessary.
12. Committee members will be appointed for a term of one year, unless otherwise decided by the Chairperson.

Conflict of Interest

13. Any member with a potential conflict of interest shall declare such conflict when they are appointed to the Committee 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.
14. Conflict of Interest will remain a standing item on the agenda for all committee meetings.

Approved by Board of Directors
April 28, 2021



Diversity, Equity and Inclusion

15. 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.

Duties and Responsibilities

16. The Committee will:
 - a. Review and adhere to the Terms of Reference;
 - b. Oversee all aspects of Volleyball Canada's high-performance programs, including Training Centres and National Teams.
 - c. Establish and supervise leadership teams. Each leadership team will consist of the Head Coach, Assistant Coaches, administrative staff, training environment, IST support, and volunteer advisors, with each leadership team
 - d. Communicate regularly to ensure consistency, uniformity, and effectiveness in the administration of high-performance programs
 - e. Develop and liaise with other program committees on matters pertaining to the high-performance training environment, training centres, and national teams.
 - f. Perform additional tasks as may be assigned to the committee by the Board of Directors.

Procedures

17. The Committee shall keep minutes of the discussion that will be included with its findings and recommendations.
18. The Committee shall meet 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 committee if requested to do so by:
 - a. Any committee member
 - b. The Chair of the Board of Directors
 - c. The Chief Executive Officer
20. The Chairperson, or designate, shall distribute the agenda to committee 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 committee members.

Resources

22. The Committee shall have access to resources (annual, quadrennial, etc...) from Volleyball Canada to fulfill its duties as approved by the Chief Executive Officer.

Reporting

23. The Committee will submit regular reports to the Board through the President and Chief Executive Officer.
24. The Committee will report annually to the active members through Volleyball Canada's Annual Report.
25. The Chairperson shall be invited to Volleyball Canada's Annual General Meeting to report to the active members. A designate may be selected as necessary.

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26. When the Board requires the Committee to make a decision or take a position on a matter, the Committee will make its decision or determine its position by majority vote of the Committee's members.

Review

27. The Board of Directors shall review the Terms of Reference every four years, or as required.

Approval

28. These Terms of Reference were approved by the Board of Directors on April 28, 2021.

Approved by Board of Directors
April 28, 2021