



## OCF High Performance Committee Terms of Reference

### Purpose

1. To set milestones that will form the basis for achieving the long-term strategic goal of attaining podium performances at National, Continental, and other International events.
2. Establish a High Performance (HP) Routesetting Team that will be accountable for setting at HP events and offering mentorship for all other non-HP events.
3. Organize, plan, and schedule all events for HP athletes, including venue selection, resource procurement, and allocation of resources.
4. Collaborate with host venues to provide support for HP events.
5. Develop a financial model for routesetter and athlete fees, host venue payments, and any other competition-related expenses and revenues.
6. Develop a long-term HP competition plan that is scalable and reflects the needs of OCF athletes that have been identified as HP.
7. Act as an advisory body to the OCF Board on any HP management-related issue.

### Membership

Membership consists of a Chair (appointed by the Board of Directors) and between three (3) and five (5) other members (appointed by the Committee Chair in consultation with the Board). Individuals should be visionary, strategic and have:

1. The respect of the Board;
2. Wide contacts in the community;
3. Relationship-building skills;
4. Good judgement and integrity;
5. Knowledge of the HP climbing landscape in Ontario.

The Committee will include a Chair (appointed by the OCF Board of Directors) and a Secretary (selected by the HP Committee members). Prior to forming the committee, the Chair or the OCF Board should announce an expression of interest on OCF social media platforms to attract potential candidates. The Committee Chair may also actively recruit individuals with relevant experience to apply. Selection criteria will be based on fulfilling the Committee's mandate. OCF membership is mandatory, and the Board has discretion to grant membership while the member serves on the Committee. All Committee members serve at the pleasure of the OCF Board, typically until one month after the conclusion of the current competitive season (both Senior and Youth).

## **Lines of Authority/Reporting Accountability**

The Chair reports directly to the OCF Board of Directors.

1. The Committee will provide monthly reports to the Board concerning its activities.
2. The Committee must obtain Board approval for its recommended plan for the season, which includes a tentative schedule and a detailed financial model.
3. The Committee may manage and approve all aspects of the hosting process, as long as those decisions do not vary greatly from the season plan approved by the Board.
4. The Committee Chair shall act as the primary point of contact with all host venues.
5. The Committee Chair shall ensure that the Committee maintains confidentiality as required and operates in accordance with commonly accepted prudent governance practices.

## **Term of Office**

Members are appointed for a two-year term and may be re-appointed for up to two (2) additional two-year terms.

Authority to Terminate Membership:

The Board of Directors may terminate a person's membership on the Committee for the following reasons:

1. Violation of Bylaws: Breach of any bylaws, rules, or regulations of the committee or organization.
2. Misconduct: Conduct detrimental to the reputation or functioning of the committee or organization.
3. Non-participation: Failure to participate in committee activities or attend meetings without valid reason.
4. Conflict of Interest: Engaging in activities that present a conflict of interest without appropriate disclosure and resolution.
5. Harassment or Discrimination: Any form of harassment or discrimination against other members, volunteers, or stakeholders.

The decision of the Board of Directors regarding the termination of membership is final and binding.

## **Decision Making/Voting**

Each member has one (1) vote. Any vote is to be decided by a majority of those present. If there is a tie, the resolution is defeated.

1. The Chair shall ensure that the Committee operates using the 'consensus model' where possible.
2. When consensus is not possible, the Chair will call for a vote among the members of the Committee. In this instance, as the Chair is an ex-officio member of the OCF, the Chair

will not be able to vote. Where there is a tie in the vote, the question will be brought to the OCF Board of Directors to reach a decision.

## **Quorum**

A minimum of fifty (50) percent plus one (1) member are to be present and only Committee members may attend. In the absence of the Chair, those present may select a temporary Chair from amongst them.

## **Frequency and Notice of Meetings**

Meetings are held monthly (12 times per year), or more or less frequently, at the call of the Chair. At least three (3) days' notice is required unless waived unanimously by the committee members. Meetings may be in person or via teleconference. The Committee shall meet as frequently as required, which may be weekly, bi-weekly, or monthly. The Committee shall meet formally either in person or by some virtual means and may also conduct work via email.

## **Agenda**

The Agenda should be forwarded to all committee members by the Chair and Secretary within five (5) business days of the next meeting date. Committee members may submit recommendations on Agenda items to the Chair and Secretary at least three (3) business days prior to the next meeting date. The Chair and Secretary will forward a final agenda at least two (2) business days prior to the next meeting date.

## **Minutes**

Decisions and action items are recorded by the Secretary of the Committee and approved (by e-mail or conference call) within five (5) business days of the meeting by the Committee members.

## **Retention of Minutes**

Approved minutes are posted to the OCF Google Drive for the information of board members. There is no requirement to post them on the OCF website.

## **Scope of the Committee**

1. Determine budget for HP Program: how much to pay routesetters; how much to charge athletes; how much to pay venues.
2. Determine who will be members of the HP Routesetting Team.
3. Set up competition simulations with appropriate venues ideally before Senior Nationals 2024.
4. Notify athletes of their status as an HP athlete.
5. Press release of program implementation.

## **Responsibilities of the Chair**

1. To chair all meetings;
2. To collaborate with the Executive Director to ensure all committees are compliant and accountable with regard to each Committee's mandate and functions;
3. To submit to the Board for approval all Board Committee Terms of References; and,
4. To submit to the Board for approval all proposed changes to the Constitution and governance policies and requirements.
5. The Chair shall ensure that an accurate record is maintained of the work conducted by the Committee.
6. The Chair shall schedule all meetings and ensure that every Committee member is aware of all upcoming meetings.

Approval of Terms of Reference

Date Approved by the Board: June 24, 2024