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**ATHLETE REPRESENTATIVE   
JOB DESCRIPTION TEMPLATE**

*Customize the document header image and text*

A job description should be developed and reviewed regularly for each major Athlete Representative (AR) position of the National Sport Organization (NSO) (ie. Athlete Representative, Athlete Director, Athletes’ Council Chair, etc.). The job description should provide a comprehensive description of the role for prospective nominees. The following is a template with sections that should be included in a job description with examples of best practices for the AR role.

**PURPOSE**

This section should explain the what, why and how of the AR role.

**Examples:**

* *The Athlete Representative (AR) is an elected representative of the National Team and the foundational mechanism for direct athlete feedback to the organization.*
* *The purpose of the AR is to represent and promote the views and interests of the various national team athletes of [NSO] to [NSO]’s Board of Directors and management on all issues which directly or indirectly affect athletes at the high-performance level.*
* *The AR will represent the voice of the [NSO]’s high performance athletes within his or her scope of authority (ie. full spectrum of disciplines, discipline specific, gender specific, team specific, etc.) and will assist the organization in its fulfillment of its mission and the pursuit of an athlete-centered sport environment.*
* *Representatives shall not take stands on issues or represent themselves as the AR in areas of personal interest having no connection with official AR responsibilities. An AR shall ensure that the views, comments and opinions of their teammates are communicated as appropriate.*

**KEY DUTIES**

The key duties should include a specific list of activities which the AR is to undertake.

**Examples:**

*The Athlete Representative(s) will perform the following key duties:*

* *Participate in decision making processes as a member of the Board of Directors (the “Board”), and various standing / ad hoc committees (including but not limited to HP Committee, Sport Development Committee, Finance Committee, etc.) where applicable;*
* *Ensure to the greatest extent possible that [NSO]’s policies and programs meet the needs of athletes;*
* *Provide athlete representation to the Board of [NSO] where applicable;*
* *Provide input prior to approval on key documents/policies/topics directly affecting athletes including but not limited to Athlete Agreements, Team Selection, AAP Nomination Criteria, High Performance training and competition plans, Own the Podium, coaching, etc.;*
* *Solicit and present athletes’ views and positions to any relevant decision-making body on issues identified by the athletes as affecting athlete performance;*
* *Represent [NSO] and athlete interests at meetings and events;*
* *Contribute content to [NSO] communications for consideration;*
* *Provide athlete representation to the Annual General Meeting (AGM) and any Special General Meeting of [NSO] with the support of [NSO];*
* *Provide a forum in which athletes may share and develop information or ideas as they relate to national, development and NextGen team athletes with the support of the [NSO];*
* *Build leadership succession and skills within the athlete community as a whole and within [NSO] with the support of [NSO];*
* *To name representatives as requested by [NSO] and other bodies for activities where athlete representation is an integral element. i.e. High Performance Committee;*
* *To attend the AthletesCAN Forum annually or identify an appropriate proxy if unable;*
* *Recommend Athlete Representation, where appropriate, to external agencies including but not limited to the AthletesCAN Board of Directors, Canadian Olympic Committee Athletes’ Commission and Canadian Paralympic Committee Athletes’ Council when possible.*
* *Maintain regular communication with the general athlete body with the support of [NSO], especially during key dates in [NSO] calendar, including Team Selections, Trials/Qualifying Events, National Championships, World Championships, Major Games, Board Meetings, AGM, AthletesCAN Forum, AAP Carding Nominations, Appeal Deadlines, Funding Grant/Bursary Application Deadlines and the development and release of Team Selection/AAP Carding Criteria and Athlete Agreements.*

**OBJECTIVES / DELIVERABLES**

This section should set out broad-level objectives and deliverables as necessary. The AR, in collaboration with National Team athletes and their NSO is strongly encouraged to set out clear objectives and deliverables as necessary, and especially after the AR election. The objectives should be simple, measurable and time-bound.

**Example:**

* *Review, revise or develop and disseminate an annual survey to national team athletes to solicit feedback on various aspects of the athlete experience in order to guide and inform AR strategies and recommendations.*
* *Provide an annual Athlete Report to the [NSO] management/Board with a copy circulated to National Team athletes.*

**REPORTING**

This section should specify how the AR makes reports, if it is not already defined in the sections above.

**Example:**

* *The AR will report quarterly with the pre-determined NSO/board liaison.*
* *The AR will report quarterly at a minimum with eligible members.*
* *The AR will present the NSO/board annually with an Athlete Report reflecting the business and recommendations of the National Team at the end of each competitive season or fiscal year.*