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**ATHLETES' COUNCIL TERMS OF REFERENCE TEMPLATE**

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**[Name of Athletes’ Council]**

**Terms of Reference**

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| **Name** | *[NSO] Athletes’ Council* |
| **Purpose** | *General statement of the Athletes’ Council’s purpose or role.*  *Example: The Athletes’ Council will be the collective voice of all [NSO’s] high-performance athletes, regardless of discipline, and will assist the organization in the fulfillment of its mission and the pursuit of its vision.* |
| **Key Duties / Responsibilities** | *Specify the activities the Athletes’ Council will undertake in a general sense, without setting out the detailed process the Athletes’ Council will follow.*  *Examples:*   * *Participate in the decision-making of [NSO];* * *Provide athlete representation to the Board of Directors of [NSO];* * *Ensure to the greatest extent possible that [NSO’s] policies and programs meet the needs of athletes;* * *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 criteria, coaching, etc.* |
| **Authority** | *Establish the boundaries of the Athletes’ Council’s responsibilities, including scope of authority.*  *Example: The Athletes’ Council will exercise its authority in accordance with the bylaws, policies of [NSO], in addition to the provisions set out in this Terms of Reference.* |
| **Composition** | *Identify the composition of the Athletes’ Council.*  *Example: A male and female representative will be elected to fill two (2) Athlete Representative positions OR a male and female representative from each discipline will be elected to fill Athlete Representative positions.* |
| **Nomination  and Election Procedures** | *Identify the nomination and election process.*  *Example: Election of the Athletes’ Council position(s) will take place in the 1st and 3rd year of the quadrennial. An electronic election will be held with the names of the eligible nominee(s) that have accepted their nominations. Eligible Members hold one (1) vote each. Eligible Members and/or Eligible Alumni Members who receive the most votes will be appointed to the available Athletes’ Council position(s).* |
| **Term** | *Identify the term of membership.*  *Example: Athletes’ Council members shall be elected for a two (2) year term, with a maximum of three (3) terms.* |
| **Governance** | *Identify what will constitute a quorum (i.e. minimum number of representatives) for meetings.*  *Example: Quorum requires the attendance of at least one voting representative from each discipline.* |
| **Meetings** | *Identify the frequency and manner of meetings.*  *Example: The Athletes’ Council shall meet annually in-person and at minimum once per quarter by teleconference.* |
| **Resources** | *Specify if budgetary resources have been allocated to the Athletes’ Council.*  *Example: The Athletes’ Council will be allocated the budgetary resources required to meet the key duties as outlined in this document.* |
| **Reporting** | *Specify how the Athletes’ Council reports (if not defined in the sections above), and/or indicate how minutes will be circulated.*  *Example: The Athletes’ Council will report to the members semi-annually at the AGM and SAGM.* |
| **Approval** | *These Terms of Reference were approved by [NSO] Athletes’ Council on [date] and [NSO] Board of Directors on [date].* |
| **Review** | *The Athletes’ Council will review these Terms of Reference on an as needed basis and will make changes as necessary.* |