

Name	<b>FORUM COMMITTEE</b>
Purpose	The Forum Committee is an operational committee struck annually. Its role is to plan, organize and implement the annual AthletesCAN Forum together with the Canadian Sport Awards (CSAs), providing input and making recommendations and/or decisions about the conference and awards location, program, speakers and social events.
Key Duties / Responsibilities	<p>→ In planning the annual AthletesCAN Forum and CSAs, the members will:</p> <ul style="list-style-type: none"> <li>o Consider evaluations and delegates' comments from previous Forums &amp; CSAs as well as the Board's input and recommendations;</li> <li>o Showcase AthletesCAN programs and services;</li> <li>o Showcase the best of Canadian sport athlete leaders and athlete activists, on and off the field of play</li> <li>o Where possible, attain sponsorship in various areas including broadcasting, title sponsorship, award sponsor, recipient and speaker gifts, etc.</li> <li>o Ensure the sessions address relevant subjects, strategic priorities, current trends / events / "hot topics";</li> <li>o Emphasize engaging and interactive sessions that meet the needs of athlete leaders who are adult learners; and</li> <li>o Respect the budget considerations and priorities as determined by the Board of Directors.</li> </ul>
Authority	The Committee will provide recommendations to the Board of Directors for final approval.
Composition	<p>The Committee will be composed of 1 staff member, and 8-10 additional members representing the Board, and AthletesCAN alumni/current membership.</p> <p>Members of the Committee will serve terms of approximately 12 months from November-October. The membership of the Committee will have regard to the diverse nature of AthletesCAN's membership including language, gender, ability/disability and geographic location.</p>
Governance	The Committee will select a Chair at the beginning of each term.
Meetings	The Committee will meet by telephone, in person, or online (Microsoft Teams, Zoom, Google, etc.) as required. Meetings will be at the call of the Chair.
Resources	The Committee will receive the necessary administrative support and resources from AthletesCAN to fulfill its mandate. No monetary resources have been budgeted.
Reporting	The Committee will report through the Chair to the Board at every meeting.
Approval	These Terms of Reference were approved by the Board of Directors of AthletesCAN on <b>January 25, 2024.</b>
Review	The Committee will review these terms of reference on an annual basis and will make recommendations to the Board on any revisions, if warranted.