



LEADERSHIP DEVELOPMENT COMMITTEE

Terms of Reference

Last Approved: April 6, 2024

Name	<i>Leadership Development Committee</i>
Purpose	The Leadership Development Committee is a standing committee of AthletesCAN. Its role is to assist the organization in fulfilling its mandate in relation to the identification, development, delivery and management of leadership resources and activities.
Key Duties / Responsibilities	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"> ● Report on effectiveness of current leadership resources from identification through to management. ● Maintain a registry of AthletesCAN leadership resources. ● Work with staff and volunteers to identify, develop, deliver and manage leadership resources and activities of AthletesCAN. ● Work with staff and volunteers to evaluate external research proposals. ● Such additional duties as may be delegated to the Committee by the Board from time to time.
Authority	The Committee is an active advisor to the Board. The Committee may establish sub-committees to deal with specific issues in relation to the mandate of the Committee. The Committee will exercise its authority in accordance with the bylaws, policies of AthletesCAN, in addition to the provisions set out in this Terms of Reference.
Composition	<p>The Committee will be composed of one senior staff person and up to six (6) additional members who are appointed by the Board, at least one of whom will be a member of the Board. All have voting status. The Committee may invite ad hoc members with specific expertise to serve on sub-committees.</p> <p>Members of the Committee will serve terms of one year, and such terms may be renewed. 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> <p>Should a vacancy occur on the Committee for whatever reason, the Board may appoint a qualified member to fill the vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.</p>
Governance	A member of the committee appointed by the Board will be Chair of the committee. Simple majority vote required for decision making.
Meetings	The Committee will meet by telephone, in person or virtually as required. Meetings will be at the call of the Chair or senior staff person.
Resources	The Committee will receive the necessary administrative support and resources from AthletesCAN to fulfill its mandate in accordance with the current budget.
Reporting	The Committee will report through the Chair to the Board at every meeting. The Committee will report to the membership, in writing, at the Annual General Meeting as required.
Approval	These Terms of Reference were approved by the Board of Directors of AthletesCAN on April 6, 2024 .
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.