

# Terms of Reference

## Field Hockey Canada *Women's Canadian Olympic Foundation Fund Committee*



Title	Field Hockey Canada (FHC) Women's Canadian Olympic Foundation Fund Committee (WCOFFC)
Approval	Original Terms of Reference approved: February 2, 2021 Approval of most recent terms of reference:
Mandate	<p>The Committee is created by the Field Hockey Canada Board of Directors as an ad-hoc committee in accordance with bylaw 12.3, approved The Committee's mandate is to recommend to the FHC board the following:</p> <p>the distribution of funds earned by the fund to female athletes, coaches, and/or officials who are FHC registered participants to assist them in preparation for international level competition and/or training.</p> <p>The mandate of the committee will be carried out towards the objectives of the strategic plan and in line with FHC's policies.</p>
Key Duties	<ul style="list-style-type: none"> <li>- Apply the approved application procedure</li> <li>- Make funding decisions using the following guidelines:             <ul style="list-style-type: none"> <li>• Female athlete, coach or official preparing for international level competition</li> <li>• FHC registered participant</li> <li>• Completeness of application                 <ul style="list-style-type: none"> <li>▪ Funds required for but not limited to: travel, accommodation, course registration fees, mentoring programs, event prep, sport science,</li> </ul> </li> <li>• Previous funding from the WCOFFC</li> <li>• Type of competition for which funding is requested</li> </ul> </li> </ul>

<p>Structure and Membership</p>	<p>Appointed by the Field Hockey Canada Board of Directors in accordance with bylaw 12.4, the structure and membership of the Committee shall be the following:</p> <p>Structure:</p> <ul style="list-style-type: none"> <li>- Consist of three members</li> <li>- Committee members shall recommend a chair and a recording secretary to the FHC Board of Directors</li> </ul> <p>Eligibility of members:</p> <ul style="list-style-type: none"> <li>- Female</li> <li>- High performance experience</li> <li>- At least two PSO's represented by the three members</li> <li>- Retired from their high-performance role for a minimum of five years</li> </ul> <p>Terms:</p> <ul style="list-style-type: none"> <li>- Each term shall be for three years (except initial appointment to the committee outlined below)</li> <li>- A member shall serve no more than two consecutive terms</li> <li>- First year appointments: <ul style="list-style-type: none"> <li>o First member will be appointed to a full three-year term and shall serve as chair</li> <li>o Second member will be appointed to a two-year term and shall the recording secretary</li> <li>o Third member will be appointed to a one-year term.</li> </ul> </li> </ul> <p>Field Hockey Canada may add members to the Committee, or replace members of the Committee, and may seek the advice of the Committee in doing so.</p>
<p>Meetings and Reporting</p>	<p>The Committee may meet in person, telephonically, or electronically, and otherwise regulate their meetings and proceedings as they see fit (by-law 12.7).</p> <p>The Committee will report to the Board as and when required by and through the Chair or, if the Chair is not a director of Field Hockey Canada, any other member of the Committee who is a director of Field Hockey Canada.</p>

The Chair of the committee is responsible for keeping minutes of each meeting and made accessible to FHC's CEO.

In conjunction with the CEO, the Committee shall prepare and present an annual work plan. This workplan shall be used to prepare and submit an annual report to the CEO not less than six weeks prior to the AGM.