



## TERMS OF REFERENCE

Name	Events & Hosting Advisory Committee
Mandate	<p>The Event &amp; Hosting Advisory Committee (HPAC) is a Program Advisory Committee of Wrestling Canada Lutte (WCL) reporting to the Executive Director. As such, the Committee provides technical expertise and guidance to the Sport Development Manager (TBD) on the development of policies and procedures related to WCL’s events and competitions.</p>
Key Duties / Responsibilities	<p>The Committee will advise the Sport Development Manager and other WCL staff in the following areas:</p> <ol style="list-style-type: none"> <li>1. Review and provide input into WCL’s annual domestic competition calendar and ensure alignment with LTAD principles and HP team selection objectives.</li> <li>2. Review and provide input into WCL’s international hosting calendar and ensure alignment with HP objectives and WCL international hosting principles.</li> <li>3. Review and provide input into the bidding process for the Canadian Championships, Olympic Trials, Canada Cup and any other WCL / UWW sanctioned events.</li> <li>4. Make recommendations to the BOD on awarding the bids for the above based on organizational policies and operating guidelines.</li> <li>5. Review and provide input into event hosting guidelines.</li> </ol> <p>Duties of the Chair:</p> <ul style="list-style-type: none"> <li>– In collaboration with the Sport Development Manager (SDM), develop the agenda for committee meetings in consultation with committee members</li> <li>– Chair the meeting and ensure that the committee makes recommendations within its mandate and organizational policies and plans</li> <li>– Ensure the SDM communicates the committee’s recommendations and actions to the Executive Director</li> <li>– Represent the committee to the BOD and the Members</li> <li>– In collaboration with the SDM, prepare written reports of recommendations, progress or any other relevant information for submission to the Executive Director for the BOD and Members</li> <li>– Stay informed on relevant organizational policies</li> <li>– Ensure that committee members are informed of all critical matters</li> </ul>





<p>Authority</p>	<p>Provide technical expertise to the SPD and other WCL staff on of the development of policies related to WCL’s event and hosting programs and guidelines.</p> <p>May from time to time invite to its meetings such other individuals as it deems can contribute to the work of the Committee (eg. consultants).</p> <p>Can schedule meetings and other activities to facilitate decision-making.</p> <p>Review and make recommendations to revise terms of reference.</p>
<p>Composition &amp; Decision-Making</p>	<p>The Committee shall be comprised of no less than 3 and up to 5 members as follows:</p> <p><b>CHAIR:</b> The Executive Director will appoint the Chair, in consultation with the Management Team, in odd years, following the Annual Meeting.</p> <p><b>MEMBERS:</b></p> <ul style="list-style-type: none"> <li>- up to 4 members appointed by the Chair, with the necessary competency and expertise</li> </ul> <p>Ex-officio non-voting members on this committee include:</p> <ul style="list-style-type: none"> <li>- Executive Director</li> <li>- Sport Development Manager</li> </ul> <p><b>TERMS / VOTING:</b></p> <ul style="list-style-type: none"> <li>-All members will serve terms of two (2) years, which may be renewed</li> <li>-Decision-making is by majority vote. Quorum shall be the majority of committee members</li> <li>-Each member will have one (1) vote. There are no proxy votes.</li> </ul>
<p>Meetings</p>	<p>The Committee will meet by teleconference and if required, at the call of the Chair.</p>
<p>Staff Support &amp; Resources</p>	<p>The Committee will work closely with the Sport Development Manager within the established WCL budget. The High Performance Director (HPD) may be called to participate in Committee meetings, as necessary.</p>



Reporting	Reporting through the Executive Director, as follows: <ul style="list-style-type: none"><li>- Meeting minutes and notes will be maintained</li><li>- Updates provided for BOD meetings</li><li>- The Committee will report to the Members at the Annual Meeting of Members in the form of a written report</li></ul>
Approval and Review	Terms of Reference were approved by the Board on June 23, 2017. This document will be reviewed every two (2) years by the Committee and the Board and will be updated by the Board as required.

