



TERMS OF REFERENCE

Name	Events & Hosting Advisory Committee
Mandate	The Event & Hosting Advisory Committee (EHAC) 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 WCL on the development of policies and procedures related to WCL’s events and competitions.
Key Duties / Responsibilities	<ul style="list-style-type: none"> • Review, develop, provide input and formulate recommendations into the hosting policies and operational requirements for WCL’s domestic & international events that are in alignment with LTD principles, HP team selection objectives, and WCL strategic priorities. • Initiate, oversee, assess and provide recommendations to the BOD on awarding of bids through a transparent RFP bidding process for all WCL sanctioned events, including domestic and international UWW sanctioned events, based on organizational policies and operating requirements. <p>Duties of the Chair:</p> <ul style="list-style-type: none"> • Develop the agenda for committee meetings in consultation with Committee members. • Chair the meeting and ensure that the Committee makes recommendations within its mandate and organizational policies and plans. • Represent and communicate, in oral and written forms, the Committee’s progress, relevant information, actions and recommendations to the Executive Director, BOD and the WCL Membership, as needed. • Stay informed on relevant organizational policies. • Ensure that Committee members are informed of all critical matters. • Provide technical expertise to WCL, the Executive Director and other WCL staff related to WCL’s event and hosting policies, as required and requested.
Authority	<ul style="list-style-type: none"> • Develop recommendations for new or amended policies related to the hosting and operating of all WCL events. • After reviewing and assessing applications submitted under an RFP to host a WCL event, make recommendations to the WCL Board. • 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).



	<ul style="list-style-type: none"> • Can schedule meetings and other activities to facilitate decision-making. • Review and make recommendations to revise terms of reference.
Composition & Decision-Making	<p>The Committee shall be comprised of no less than 3 and up to 7 members. In selecting the Chair and members, WCL will seek to include individuals with backgrounds and experience in hosting national and international events, as well as capacity for strategic policy development.</p> <p>CHAIR: will be appointed by the Executive Director, in consultation with the Management Team, for a term of two (2) years, in odd years, following the Annual Meeting. The Chair may be renewed for unlimited number of terms.</p> <p>MEMBERS: two (2) to six (6) additional individuals will be appointed by the Chair, in consultation with the Executive Director, for a term of two (2) years, as needed to provide the expertise and knowledge to fulfill the Committee’s mandate and workload. Members can be renewed for unlimited number of terms.</p> <p>Ex-officio non-voting members on this Committee include an assigned WCL staff person. The Executive Director and the High Performance Director may be called to participate in Committee meetings, as necessary.</p> <p>TERMS / VOTING: each member will have one (1) vote. There are no proxy votes. Decision-making is by majority vote. Quorum shall be the majority of committee members.</p>
Meetings	The Committee will meet as required, but preferably quarterly by teleconference and if required, at the call of the Chair.
Staff Support & Resources	The Committee will work closely with the assigned WCL staff person and other staff within the established WCL budget.
Reporting	<ul style="list-style-type: none"> • Meeting minutes and notes will be maintained • Updates provided for BOD meetings • The Committee will report to the Members at the Annual Meeting of Members in the form of a written report
Approval and Review	Terms of Reference were approved by the Board on October 26, 2022. This document should be reviewed annually by the Committee or as required by the Board.