



**TERMS OF REFERENCE**  
**NATIONAL ATHLETES' COUNCIL**

Focus	Representation of athlete interests at the national level
Mandate	The Athletes' Council (Council) is an advisory committee of Weightlifting Canada Haltérophilie (WCH), reporting to the Athletes' Representative. As such, the Council provides input to the Athletes' Representative, WCH Committees, and the WCH Board of Directors (BOD) on various aspects of WCH operations and programs.
Key Duties / Responsibilities	<p>The role of the Council is to advise the Athletes' Representative and Board of Directors, and other Committees within WCH, on matters relating to, among other things, the following:</p> <ol style="list-style-type: none"> <li>1. Providing the athletes' perspective and voice to the current or contemplated policies, programs, and decision of WCH impacting athletes;</li> <li>2. Promoting and advocating the rights and interests of the athletes within WCH and international weightlifting system;</li> <li>3. Acting as a link between the athletes and the Athletes' Representative to convey athletes' views to WCH and vice versa;</li> <li>4. Providing a forum in which athletes may share and develop information or ideas as they relate to athletes;</li> <li>5. Pursuing the establishment and maintenance of deep and growing relationships among athletes, WCH partners and funders, where appropriate; and</li> <li>6. Fostering relationships with international athlete bodies and promoting Canadian values on the international stage.</li> </ol> <p><b>Duties of the Chair:</b></p> <ul style="list-style-type: none"> <li>– In collaboration with the Athletes' Representative, develop the agenda for committee meetings in consultation with committee members.</li> <li>– Chair the meeting and ensure the committee makes recommendations within its mandate / policies and plans.</li> </ul>

	<ul style="list-style-type: none"> <li>- Serve as the primary point of contact between the Council and the Athletes' Representative</li> <li>- Ensure the Athletes' Representative communicates the Council's recommendations and actions to the Board.</li> <li>- In collaboration with the Athletes' Representative, prepare written reports of recommendations, progress or any other relevant information for submission to the BOD.</li> <li>- Ensure that Council members are informed of all critical matters and that they stay informed on relevant organizational policies.</li> </ul>
<p>Authority</p>	<p>The Council is an advisory committee serving to provide the athletes' perspective(s) to the Director in the development of policies related to WCH programs and policies.</p> <p>From time to time, invite to its meetings such other individuals as it deems can contribute to the work of the Council (i.e., Consultants / industry experts).</p> <p>Schedule meetings and other activities to facilitate decision-making. Review and make recommendations to revise terms of reference.</p>
<p>Composition &amp; Decision Making</p>	<p>The Committee shall comprise 5 members elected by members of the National Athlete Pool who are in good standing with their respective provincial associations:</p> <p><b><u>CHAIR</u></b> The Council members will appoint the Chair following the election of the Council.</p> <p>Ex-officio non-voting members on the Council are:</p> <ul style="list-style-type: none"> <li>- WCH Athletes' Representative</li> <li>- WCH President</li> </ul> <p><b><u>TERMS / VOTING:</u></b></p> <p>-All members will serve terms of three years, which may be renewed so long as the member is still a member of the National Athletes' Pool. However, in the initial term of the Athletes' Council, three Councilors will serve for one year, three will serve for two years, and the remaining three will serve for three years, as determined by the members of the Athletes' Council.</p> <p>-Decision-making is by majority vote. Quorum shall be the majority of committee members.</p> <p>-Each member will have one (1) vote. There are no proxy votes.</p> <p>- In the event of a tie, the Athletes' Representative, in their capacity as an ex-officio member of the Council, may cast the deciding vote.</p>

Meetings	The Committee will meet monthly and/or at the call of the Chair. Meetings will be scheduled via Zoom, MS Teams, and or by teleconference.
Staff Support & Resources	The Council will work closely with the Athletes' Representative within the established WCH budget, if any.
Reporting	Reporting through the Athletes' Representative, as follows: <ul style="list-style-type: none"> <li>- Meeting minutes and notes will be maintained.</li> <li>- Updates provided for BOD meetings.</li> </ul> The Council will report to the Members at the AGM in the form of a written report.
Approval & Review	Terms of Reference are approved by Weightlifting Canada Haltérophilie Board of Directors and will be updated from time to time. This document will be reviewed no less than every two (2) years by the Athletes' Council and BOD and updated as required.

**Submitted By:** Rachel Leblanc-Bazinet (Athletes' Representative & Director)  
**Recommended By:** Craig Walker (President)  
**Approved By Board of Directors:** **April 30, 2023**