



TERMS OF REFERENCE

HIGH-PERFORMANCE ADVISORY COMMITTEE

Name	High-Performance Advisory Committee
Mandate	The High-Performance Advisory Committee (HPAC) is a Program Advisory Committee of Weightlifting Canada Haltérophilie (WCH), reporting to the Director of High Performance (DHP). The Committee provides technical expertise and guidance to the WCH Board on the development of policies and procedures related to WCH’s High-Performance programs.
Key Duties / Responsibilities	<p>The Committee will advise in the following areas:</p> <ol style="list-style-type: none"> 1. Review and provide input into the High-Performance Plan in alignment with WCH's Strategic Plan. 2. Review and provide input into the PSOs’ respect high-performance frameworks. 3. Review and provide input into the Athlete Assistance Program. 4. Review and provide input into international team selection document (including qualification standards) for Youth, Junior and Senior Teams. 5. Review and provide input into Nomination Procedures for Major Games. 6. Provide a forum for identifying and addressing priority issues affecting HP Athletes. <p>Duties of the Chair:</p> <ul style="list-style-type: none"> – In collaboration with the DHP, develop the agenda for committee meetings in consultation with committee members. – Chair the meeting and ensure the committee makes recommendations within its mandate and organizational policies and plans. – Ensure the Director communicates the committee’s recommendations and actions to the WCH Board. – Represent the committee to the WCH Board of Directors and its Members. – In collaboration with the DHP, prepare written reports of recommendations, progress or any other relevant information for submission to the WCH Board of Directors. – Stay informed on relevant organizational policies and best practices. – Ensure committee members are informed of all critical matters.

<p>Authority</p>	<p>Provide technical expertise to the DHP on the development of policies related to WCH’s High-Performance programs.</p> <p>From time to time, invite other individuals to Committee meetings as deemed appropriate in contributing to the overall work of the HPAC (e.g., consultants, industry experts, etc.).</p> <p>Schedule meetings and other activities to facilitate decision-making.</p> <p>Review and make recommendations to revise the Terms of Reference as needed.</p>
<p>Composition & Decision-Making</p>	<p>The Committee shall be comprised of 4-6 members as follows:</p> <p>CHAIR: The WCH Board will appoint the Chair of the Committee.</p> <p>MEMBERS:</p> <ul style="list-style-type: none"> - One (1) Athlete Representative, elected by the Athletes’ Council. - One (1) Coach Representative, elected by the National Coaching Advisory Committee, who must meet the following minimum criteria: <ul style="list-style-type: none"> o Competition Development “certified” status (same criteria needed to coach at Junior / Senior Canadian Championships). o Current criminal record / vulnerable sector background check, as defined in WCH’s Screening Policy. o Currently coaching at a WCH-recognized training centre (High-Performance and/or Club Excellence) or equivalent. o Must be in good-standing with PSO and NSO. - Two (2) senior team level coaches appointed by the Chair from a pool of interested applicants, in consultation with the other elected members of the HPAC. <p>Ex-officio members on this committee include:</p> <ul style="list-style-type: none"> - DHP - WCH President

	<p>TERMS / VOTING:</p> <ul style="list-style-type: none"> - All members will serve terms of two (2) years, which may be renewed, unless otherwise removed from the Committee - Decision-making is by majority vote. Quorum shall be the majority of committee members - Each member will have one (1) vote. There are no proxy votes. - In the event of a tie, the President in their capacity as Ex-Officio will cast their vote.
Meetings	The Committee will aim to meet bi-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 Committee will work closely with the DHP within the established WCH budget.
Reporting	<p>Reporting through the DHP, as follows:</p> <ul style="list-style-type: none"> - Meeting minutes and notes will be maintained. - Updates provided for Board of Director meetings. - The Committee will report to the Members at the AGM of Members in the form of a written report.
Approval and Review	Terms of Reference were approved by Weightlifting Canada Haltérophilie (WCH) on 8/15/2022. This document will be reviewed every two (2) years by the HPAC and WCH Board, and updated as required.