



TERMS OF REFERENCE

- Committee Name: **Athlete Committee (“the Committee”)**
- Structure: The Committee will consist of the 5 - 7 individuals, as follows:
- 2 ex officio members:
 - TO President
 - TO Vice President Technical
 - 3 -5 additional individuals appointed by the Taekwondo Ontario Board of Directors (“the TO Board”), according to the following criteria:
 - at least 2 must be female
 - at least 1 must be actively competing
 - at least 1 must be an athlete who is retired from competing for at least 1 season, but not more than 3 seasons
- Chairperson: The Chair will be selected by the TO Board from the individuals appointed/selected to the Committee. Ex officio members are not eligible to be the Chair.
- Vice-Chair: There will be no Vice-Chair on this Committee.
- Responsible To: The Taekwondo Ontario Board of Directors
- Purpose: The Committee’s overall responsibility is to:
- liaison with provincial athletes and the TO Board to help ensure that TO remains athlete centred.
- Authority: The Committee is an active Standing Advisory Committee to the TO Board. Decisions of the Committee are recommendations only to the TO Board, and are not binding.
- Term: Members of the Committee will serve at the pleasure of the TO Board. Members of the Committee may be re-appointed.
- Meetings: The Committee will meet by video-conference, telephone, or in person (if all members agree), as required, with meetings held at the call of the Chair or the President or the Vice President Technical.



- Quorum:** A majority of Committee Members (50% plus 1)
- Voting:** Each Committee Member will be entitled to one (1) vote, except ex-officio members who will not be entitled to vote. At all meetings of the Committee, every motion will be determined by an Ordinary Resolution (50% + 1) of the votes cast. In the event of a tie vote, the motion is defeated.
- Reporting:** Minutes of all meetings will be recorded and sent to the TO Executive Committee within 7 days of each meeting of the Committee. A copy of these minutes will be provided to the Board of Directors. The Chair may be requested or required by the TO Board of Directors to report at a TO Board of Directors meeting. In addition, the Committee Chair will be required to provide an annual written report of the Committee at least 21 days in advance of the TO Annual General Meeting.
- Removal:** The TO Board may remove any Committee Member by way of Ordinary Resolution. When a position on the Committee is vacant, the TO Board may appoint a qualified candidate to fill the position.
- Responsibilities:** The Committee will perform the following key duties:
- raise athlete concerns to the TO Board
 - provide feedback on athlete selection criteria to the Vice President Technical
 - Other such duties as requested by TO Board from time-to-time