

ATHLETE DIRECTOR TERMS OF REFERENCE

1. INTRODUCTION

The Athlete Director is the member of the Triathlon Canada Board of Directors and will conform to Triathlon Canada bylaws for directors unless specified otherwise below.

2. MANDATE

The Athlete Director shall meet the requirements specified under Section B of the Board of Directors Terms of Reference.

The Athlete Director will be elected by the members of Triathlon Canada that have held an International Competition Card (ICC) as a professional athlete (www.triathloncanada.com/membership/). The Athlete Director's term will be a two-year term. Athlete Director is eligible to hold office for two consecutive terms.

3. QUALIFICATIONS

The prospective Athlete Director would be eligible with the following criteria.

1. Must have been on the High Performance National Team for Triathlon Canada.
2. Must be retired from active competition in any ITU elite triathlon or Para triathlon for a 12-month period and not an active/current ICC card holder.
3. Must have the required time commitment available to fulfill the Athlete Director Mandate and Responsibilities.

Desirable skills and experience of prospective Athlete Director include the following (in no order of priority).

1. The Athlete Director, as a member of the Triathlon Canada Board will look to uphold the vision, mission and values of the organization and provide oversight and input into the development and delivery of the Strategic Plan.
2. The Athlete Director is a resource to the Board with their expertise and experience as an elite level athlete.
3. The Athlete Director is a resource to the current group of Triathlon Canada Nation athletes within the Triathlon Canada Nation. As such, is:
 - a) able to listen, bring people together and help athletes find their voice as/when required on an individual basis or as part of a group.
 - b) someone whom the athletes respect and can look to for perspective and can be a voice for athletes at the boardroom table.

4. KEY RESPONSIBILITIES

The Athlete Director:

1. Will be available to consult with the High Performance staff.
2. Will lead an Athletes' Forum under the following guidelines:
 - a) The Athletes' Forum will be made up of the current Triathlon Canada ICC athletes.
 - b) The Athlete Director will endeavor to have up to 2 meetings of the Athletes' Forum annually through teleconference.
3. Should meet, at least once a year, with the Triathlon Canada High Performance Department (HPD) to ensure they stay current with HPD developments
4. Will be a member of the High Performance Athlete Selection Committee
5. Will be encouraged to remain current and involved with ITU Athletes Committee and provide input into ITU Athlete Committee nominations.
6. Attend the annual AthletesCan Forum (www.athletescan.com) to ensure engagement at the national level of elite sport upon CEO approval.
7. Will be the Triathlon Canada athletes' representative at such other organizations as is deemed appropriate.

5. AUTHORITY

Refer to Refer to Section E in the Board of Directors Terms of Reference.

6. TIME COMMITMENT

Refer to Section F in the Board of Directors Terms of Reference.

7. ELECTION PROCESS

Refer to the Triathlon Canada Athlete Director Policy document for the complete election process. The key election steps from that document are listed below for quick reference.

1. Prospective Athlete Director Nominee submission steps.
 - a) Review Qualifications outlined in this document.
 - b) Understand and accept responsibilities.
 - c) Prepare a personal bio (in English, French, or both) and submit. Suggested information and format provided within the template form at the end of this document. Submit bio via email before published deadline to nominations@triathloncanada.com.

2. Nominations Committee

- a) Will contact nominees to confirm receipt of submissions, and confirm eligibility
 - b) Publish bios (in English and French) on Triathlon Canada web site and broadcast the nominee information.
 - c) Will notify the nominee(s) when voting will open and close.
3. Nominations Committee will send an email to eligible voting constituents to notify that voting is open along with references to online nominee bio information. All voting responses will be received by email and managed strictly within the nominations committee.
 4. Following closure of voting, all nominees will be contacted prior to public announcement.
 5. New Triathlon Canada Athlete Director would be invited to attend the AGM scheduled for the end of September.

TRIATHLON CANADA – ATHLETE DIRECTOR NOMINATION FORM

PLEASE TYPE OR PRINT

Nominee's Full Name: _____

Address: _____ City: _____ Province: _____

Telephone: (work) _____ (res.) _____ (fax) _____

Email: _____

Nominated by (Self-nominations do not need to complete this section):

Name of Individual: _____

Address: _____ City: _____ Province: _____

Telephone: (work) _____ (res.) _____ (fax) _____

Email: _____

Signature of Nominator

Attach a file or list information within the nomination submission that provides a bio that will be posted online for voters to review. Include relevant information that outlines your qualifications and experience as a nominee for the Athlete Director position.

Please return to: nominations@triathloncanada.com

For more information please contact Triathlon Canada at nominations@triathloncanada.com