

# Athlete Representative Terms of Reference

## A. Introduction

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

## B. Mandate

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

The Athlete Representative will be elected by the members of Triathlon Canada that have held an International Competition Card (ICC) as a professional athlete (see <https://www.triathloncanada.com/professional-elite-multi-sport>). The Athlete Representative's term will be a two-year term.

## C. Qualifications

The prospective Athlete Representative 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 at the levels outlined in point 1.
3. Must have the required time commitment available to fulfill the Athlete Representative Mandate and Responsibilities.

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

1. The Athlete Representative, 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 Representative is a resource to the Board with their expertise and experience as an elite level athlete.
3. The Athlete Representative is a resource to the current group of Triathlon Canada Nation athletes within the Triathlon Canada Nation. As such, is:
  - o able to listen, advocate, bring people together and help athletes find their voice as/when required on an individual basis or as part of a group.
  - o someone whom the athletes respect and can look to for perspective and can be a voice for athletes at the boardroom table.

## D. Key Responsibilities

The Athlete Representative:

# Athlete Representative Terms of Reference

1. Will be available to consult with the High Performance staff.
2. Will lead an Athletes' Forum under the following guidelines:
  - The Athletes' Forum will be made up of the current Triathlon Canada ICC athletes.
  - The Athlete Representative 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 encouraged to remain current and involved with ITU Athletes Committee and provide input into ITU Athlete Committee nominations.
5. Attend the annual AthletesCan Forum ([www.athletescan.com](http://www.athletescan.com)) to ensure engagement at the national level of elite sport upon CEO approval.
6. Will be the Triathlon Canada athletes' representative at such other organizations as is deemed appropriate.

## **E. Authority**

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

## **F. Time Commitment**

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

## **G. Election Process**

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

1. Prospective Athlete Representative Nominee submission steps.
  - Review Qualifications outlined in this document.
  - Understand and accept Responsibilities.
  - 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](mailto:nominations@triathloncanada.com).
2. Nominations Committee
  - Will contact nominees to confirm receipt of submissions, and confirm eligibility
  - Publish bios (in English and French) on Triathlon Canada web site and broadcast the nominee information.
  - Will notify the nominee(s) when voting will open and close.

# Athlete Representative Terms of Reference

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 Representative Director would be invited to attend the AGM scheduled for the end of September.