

**Canadian Cerebral Palsy Sport Association (CCPSA) also operating under the name of BOCCIA CANADA
BOCCIA CANADA COUNCIL's terms of references**

1. **PURPOSE AND SCOPE**

As per the Bylaws of the Canadian Cerebral Palsy Sport Association ("CCPSA") also operating under the name of Boccia Canada ("BC"), the Boccia Canada Council (the "Council") is an ongoing advisory committee of the Board of Directors ("Board") of the CCPSA, established to assist and advise the Board or the Chief Executive Officer ("CEO"), as determined in these terms of references, on matters related to the sport of boccia in Canada.

2. **COMPOSITION**

2.1 The Council shall be comprised of up to 5 voting members and 1 ex-officio member (with no voting rights) duly appointed by the Board. The composition of the Council shall be as follows:

- (a) The Chair of the Council who shall be an independent individual with expertise in boccia, and who shall not be a CCPSA director, employee/contractor, a member or employee of a CCPSA provincial boccia partner, and who shall not be in any situation of conflicts with individuals actively involved in boccia as determined by the Board.
- (b) The Chair of the Athletes' Council
- (c) The Chair of the Participation & Development Committee.
- (d) The Chair of the High-Performance Committee.
- (e) The Chair of the Officials and Technical Committee.
- (f) The Board may appoint a Director of the Board who shall be an ex-officio member of the Council with no voting rights.
- (g) The CCPSA's Chief Executive Officer or their designate who shall be an ex-officio member of the Council with no voting rights.
- (h) The employees appointed by the CCPSA Chief Executive Officer to the High-Performance Committee and the Participation & Development Committee may be invited by the CEO to the Council as observers with no voting rights.

2.2 The Council members shall be appointed for 4-year term or for a period until the end of the Summer Games Paralympic quadrennial. They shall serve a maximum of two terms unless determined otherwise by the board. The two term maximum will not apply to the High Performance Director (HPD) who is the designated Chair of the High Performance Committee.

2.3 Any member of the Council may be removed or replaced at any time by the Board exercising its discretion reasonably. The Board may fill any vacancy as it deems appropriate. If and when a vacancy exists, the remaining members may exercise all its powers so long as a quorum remains.

2.4 The Council is committed to creating and reflecting a diverse and vibrant boccia community. Therefore, when filling vacant positions on the Council and its committees, every effort will be made to reflect diversity.

3. **MEETINGS**

- 3.1 A majority of the voting members of the Council present in person, or by telephone, or by video conference, shall constitute a quorum.
- 3.2 The Council shall endeavor to reach consensus on all significant decisions. In the event that consensus cannot be reached, the determination of the Council shall be made by a majority vote of its members present at the meeting duly called and held. In the event there is no majority, the Chair of the Council shall be entitled to cast the deciding vote. All Council members are expected to attend such meeting, in person, or via telephone, or video conference. Any decision or determination of the Council reduced to writing and signed by all the members of the Council shall be fully as if it had been made at a meeting duly called and held.
- 3.3 The Council shall meet as frequently as it deems necessary, but no less than 8 times per year. Meetings may be called by the Chair of the Council, a member of the Council or the CEO. The time and place where the meetings of the Council shall be held and the calling of the meetings and the procedure in all things at such meetings, including without limitation, notice requirements shall be determined by the Council.
- 3.4 The Council shall keep and approve Minutes of its meetings in which shall be recorded significant items discussed and all action taken by it. The Minutes shall be available to the Board as soon as practicable and shall be promptly provided to the Chief Executive Officer (or his or her delegate) so that they can be included in the Board materials for the next Board meeting. Where time permits, the Minutes provided to the Board shall be approved in advance by the Council, but in any event shall be reviewed in advance by the Chair of the Council. The Chair of the Council shall make an oral report to the Board on matters to be reported to the Board, which will include Council recommendations, where applicable, at least twice per year and more frequently if circumstances warrant.
- 3.5 The Council may invite such officers, Directors, and members of the CCSPA's management and external guests as it may see fit from time to time to attend all or part of the meetings of the Council and assist in the discussion and consideration of the duties of the Council.

4. **RESPONSIBILITIES**

- 4.1 The Council is responsible for providing expert advice and recommendations to the Board or the CEO of matters related to the sport of boccia in Canada. Recommendations and reports on strategic and policy issues shall be reported to the Board whereas recommendations and reports on operational matters shall be made to the ED. Once the Council makes its reports, the decision is made by either the Board on strategic and policy issues or the CEO on operational matters.

The Council has no decision-making power unless the Board or CEO delegates their power. In case of uncertainty, the Board shall decide on those to whom (CEO or Board) the Council shall report.

Without limiting the foregoing, the Council shall perform the following duties:

- (a) To recommend input and direction regarding policy, strategy, management, programming and competitions for boccia.
- (b) To receive, assess and share information among Boccia Canada Committees.
- (c) To support and provide direction to the Boccia Canada Committees.
- (d) To identify issues and areas of interest and/or concern which impact the overall CCPSA Strategic Plan objectives and the development and growth of boccia.

(e) Such other duties and responsibilities as the Board or CEO deems appropriate.

5. **OUTSIDE ADVISORS**

5.1 The Council may engage outside experts, including consultants, or other advisors, when it deems appropriate to properly discharge its responsibilities. The Chair of the Council shall seek CEO authorization before engaging the necessary experts.

6. **OTHER**

6.1 The Chair of the Council shall have the duties and responsibilities set forth in Appendix "A".

6.2 The Council shall conduct an evaluation of the Council's performance and terms of reference annually and recommend to the Board such Mandate changes, as the Council deems appropriate.

APPENDIX "A"

BOCCIA CANADA COUNCIL

CHAIR POSITION DUTIES AND RESPONSIBILITIES

The Council's Chair will be appointed by the CCPSA Board of Directors based on established criteria:

1. The Chair of the Council shall be an independent individual with expertise in boccia, and who shall not be a CCPSA director, an employee of a provincial boccia partner, a CCPSA employee/contractor, an active member of the national boccia team program (as athlete, coach performance partner, etc.) and shall not be in any situation of conflicts with individuals listed above as defined by the Conflict of Interest policy.
2. The BCC Chair will serve for a 4-year term, to a maximum of two terms or until the end of the Summer Paralympic Games cycle. If an election takes place at CCPSA, the BCC Chair will need to be confirmed.
3. As the leader of the Council, the Chair shall have, in fulfilling the mandate of the Council, the following duties and responsibilities:
 - a) Attend Council meetings
 - b) Attend CCPSA Board meetings when requested.
 - c) Report to the Board or CEO on the activities, findings, and any recommendations of the Council.
 - d) When authorized by the CEO, liaise with CCPSA staff as required.
 - e) When requested by the Board or the CEO, represent the Council and the CCPSA to outside parties and to the public.
 - f) If requested by the Board or the CEO, travel to the Canadian Boccia Championships.
 - g) Engage, align, and communicate with the Chairs of the High Performance, Participation and Development Committees and Athletes' Council.
 - h) Collate Council and Committees' feedback on policy review and matters related to boccia.
 - i) Oversee the structure, composition, membership, and activities delegated to the Council.
 - j) Chair every meeting of the Council and encourage welcoming, inclusive, respectful, and open discussion at the meetings; encourage Council members to ask questions and express viewpoints during meetings.
 - k) Foster ethical and responsible decision-making by the Council and its individual members.
 - l) Liaise with the CEO or their designate to set agenda and to conduct regular Council meetings; with input from other Council members, as appropriate, and ensure that there is sufficient time during Council meetings to fully discuss agenda items.
 - m) Provide overall leadership to enhance the effectiveness of the Council.
 - n) Facilitate the timely, accurate and proper flow of information to and from the Council.
 - o) Arrange for management, external advisors, and others to attend and present to the Council, as appropriate.
 - p) Take all other reasonable steps to ensure that the responsibilities and duties of the Council as outlined in these terms of reference are well understood by the Council members and executed as effectively as possible.
 - q) Carry out such duties as may be reasonably requested by the Board or the CEO