

Committee Name Athlete Council Terms of Reference		
<i>Date of Approval</i> December 2019	<i>Activation Date</i> November 27, 2023	<i>Updated:</i> Originally published December 2019 Updated November 27, 2023
<i>Review</i> AC Board of Directors	<i>Linking to</i> Archery Canada Bylaws Technical Advisory Groups – Recurve, Para, Compound 3D Committee AC Conflict of Interest Policy	

1. Mandate

The Archery Canada (AC) Athlete Council ('Council') represents the collective voice of all Archery Canada's high-performance athletes, regardless of discipline, and will assist the organization in the fulfillment of its mission and the pursuit of its vision.

2. Key Duties

The Council operates in the following ways:

- Participate in the decision making of Archery Canada;
- Ensure to the greatest extent possible that Archery Canada's policies and programs meet the needs of athletes;
- Ensure that needs and issues identified by athletes are discussed and where necessary brought to the AC Board for discussion and action;
- Provide input prior to approval on key documents/policies/topics directly affecting athletes, including but not limited to: Athlete Agreements, Team Selection, AAP Nomination Criteria, High Performance training and competition plans, events, coaching, etc as a body and through the program specific advisory groups and/or committees.

3. Composition, Term and Election

The Council is composed of 7 athlete representatives, including the Athlete Director, with two (2) representatives elected from each discipline of target compound, target recurve, and 3D/Field archery. A balance of male and female representatives will be sought such that no more than 60% of the council will be representative of a particular gender. Efforts will be made to recruit at least one para-archer from within one of the above disciplines.

Any athlete who has represented Canada as a member of a Junior or Senior team in any of the stated disciplines within 6 years of the nomination period is eligible to be nominated to the Council. Council members must be at least 18 years of age in the year they are elected.

Athletes' Council members shall be elected for a two (2) year term, with a maximum of three (3) terms. Election of at least 50% of the Athletes' Council position(s) will take place every year so that members have staggered terms. An electronic election will be held with the names of the eligible nominee(s) that have accepted their nominations. Eligible voting registrants or alumni hold one (1) vote each. Nominees who receive the most votes will be appointed to the available Athletes' Council position(s).

During an election year, a call for nominations takes place in October. Voting will take place in December via electronic means, and the new Terms will begin in January. The newly elected Council members along with the departing members will attend the first Council meeting of the term for succession purposes.

4. Chair

The athlete director elected to the Archery Canada board of directors would act as Chair of the Council. The Chair will appoint a designee to take their place if necessary and will appoint an individual in every meeting to take Council minutes.

5. Meetings and Resources

The Council meets by teleconference as decided by the Chair or majority vote of the Council. Up to 4 teleconference meetings will be held each year.

The Council will be allocated an annual budget by the AC Board of Directors. The budget will be used at the discretion of the majority of the Council for expenses such as travel for members and targeted athlete leaders to attend sport leadership events, for Council meetings, and documented administrative expenses.

6. Appointed Members

If a full slate of members is not elected, or if at any time the Council does not have 7 members, the majority of the Council may appoint an eligible athlete pursuant to these terms of reference for a term that expires at the next Council election.

7. Removal of Member

The majority of the Council may remove a member of the Council if he or she has failed to attend three consecutive meetings without a reasonable reason. A Council member may resign by delivering a written resignation to the chair.

8. Reporting

Lead by the chair, the Council will prepare and submit quarterly reports to the AC Board of Directors, and an annual report to the AC Annual General Meeting.