



Female Engagement and Gender Equity - Terms of Reference

Approved, Board of Directors, September 27, 2019

1. Overview:

The Female Engagement and Gender Equity Committee (FEC) is a standing committee of Squash Canada. This Terms of Reference outlines the mandate, the roles and responsibilities, the composition and levels of authority of the FEC.

2. Mandate & Objectives:

The FEC is responsible for engaging and growing the participation of Female's in the sport of Squash throughout Canada. In collaboration Provincial/Territorial Squash Associations (PTs) the committee will analyze female participation as athletes, coaches, officiants and leaders, and create strategies to increase the number of active female participants in Canada at all levels.

3. Composition:

Composition of the FEC will include a Chair, and 5 to 9 members. The Chair, in consultation with the Squash Canada Programs Manager and Board Liaison, will enlist members with a passion for squash and reach within the female community, taking into account gender and geographic representation. The Programs Manager will sit on the committee.

Committee appointments are subject to approval by the Squash Canada Board of Directors.

From time-to-time, Squash Canada reserves the right to appoint members to the FEC or allow for stakeholders to attend FEC meetings at the discretion of the Chair.

4. Required Skills:

Potential candidates for the Squash Canada's FEC should be a member in good standing with Squash Canada, be activity involved in squash, possess a passion for gender equity and development of squash in Canada.

In addition to providing ideas, advice and input, members are expected to reasonably assist with productivity (e.g. production of materials, research, delivering events, leadership training, and such as appropriate to respective skills and experience).

5. Key Duties:

The main duties of the FEC are:

- Promote female participation in squash throughout Canada
- Track female squash participation in playing, officiating, leadership and coaching throughout Canada
- Propose recommendations to the Squash Canada Board on changes to any policies, tournaments or governance that promote gender equity and female participation
- Educate female's on leadership, coaching, officiating and playing opportunities throughout Canada
- Be the beacon and best ambassadors for female's in Canada
- Correspond best practices in programs catered to females to all P/Ts
- In conjunction with PTs and Squash Canada, establish programs catered towards the development of women in sport
- Make recommendations as appropriate for mentorship programs/opportunities and targeted coach development and recruiting initiatives for women
- Provide input to and/or assist with development of appropriate safe sport practices, policies and education specific to women in sport
- Assist with the education of coaches with respect to women in sport
- Provide recommendations to Squash Canada and PTs for Long Term Female Player Development

6. Authority:

The committee will provide recommendations and advice primarily to the Squash Canada Programs Managers, contractors as applicable, and to the Executive Director where appropriate, and to PTs on issues that are pertinent to the mandate and duties of the Committee. Formal Squash Canada policies, criteria, annual plans and budgets related to the committee mandate will be presented to the Board of Directors for review and approval.

7. Appointments and Term:

The Board of Directors of Squash Canada appoints the Chair.

Prospective committee candidates will be identified via an open call, solicited PT recommendations and via targeted recruiting. The Chair, in consultation with the Squash Canada Programs Manager and Board Liaison, will recommend members, subject to Board approval.

Each term is for a 2-year period and shall be calculated from the date of the previous year's AGM, or in the case of initial composition of the committee, 2 years plus possible additional months to get to an AGM cycle. An appointed member may serve up to a maximum of 3 successive terms each of 2 years.

Should a vacancy occur, for whatever reason, the Chair, in consultation with the Squash Canada Programs Manager and Board Liaison, will appoint a qualified person for the remainder of the vacant position's term.

The Board may remove any member from the Committee, for violating the Code of Conduct Policy, Conflict of Interest Policy and Confidentiality agreements as well as for any action, which is not consistent with the committee's mandate or Squash Canada's policies and bylaws.

Members must declare any conflicts of interest and sign the Conflict of Interest and Confidentiality Agreements.

8. Meetings:

The Committee will generally meet a minimum of 4 times per year by telephone or in person, or as required. Meetings will be called, as needed, by the Chair or Squash Canada Programs Manager.

9. Minutes:

Minutes shall be circulated and reflect only tasks to be completed and summary of outcomes. Minutes shall be circulated to all members of the Committee and to the Executive Director within 14 days of the meeting.

10. Reporting:

The FEC will:

- send the approved minutes of each meeting in writing to Squash Canada's Executive Director;
- submit an annual report to the members at the Annual General Meeting, as may be requested.

11. Review and Approval:

The Board of Directors will review the terms of reference for this committee every three (3) years.

12. Intellectual Property:

Any and all material, written or audio-visual, developed by Committee members in the performance of their duties, becomes and remains the property of Squash Canada.

13. Reimbursements:

No member of the FEC shall be entitled to receive reimbursement for expenses incurred in the performances of service unless authorized in writing by the Executive Director of Squash Canada.