



Squash Canada International Delegate or Representative - Terms of Reference -

1. Overview:

As a Member of the World Squash Federation (WSF) and the Federacion Panamericana de Squash (FPS), Squash Canada is entitled to have a voice and vote within those organizations via a designated delegate. In addition, individual members of Squash Canada may be eligible to be elected to respective international leadership positions, and/or to be elected or appointed to international committees, commissions, task forces or roles.

There may also be opportunities for individuals to be elected or appointed to other international organizations as a squash, Squash Canada or Canadian representative.

This terms of reference outlines the eligibility, mandate, and role of the international delegate or representative.

2. Eligibility

To be eligible to be appointed by Squash Canada and to remain as an international delegate or representative, an individual must be:

- i. A member in good standing with a Provincial / Territorial Squash Association Member of Squash Canada.
- ii. Nominated and supported on an ongoing basis by Squash Canada.
- iii. 75 years of age or younger.

3. Mandate & Objectives:

Squash Canada supports and encourages international engagement by delegates and representatives as a means to:

- i. Exercise leadership to and influence within international organizations so as to support sound governance, appropriate values-based decision-making and management, and best in class promotional, technical and sport development programming.
- ii. Enhance the two-way flow of information and communication between the international organization and Squash Canada.
- iii. Provide professional development opportunities for leaders within the Canadian squash community, and which will benefit Canadian squash.

4. Appointment:

The Squash Canada Board of Directors shall be responsible for decisions regarding:

- i. Nomination or support of Canadians to any position which may require an election by the international organization (i.e. Executive, Board).

- ii. Appointment of Squash Canada delegate to the WSF, FPS and/or other international organizations at which Squash Canada may have a voice and/or vote.
- iii. Nomination or support a Canadian to international committees, commissions, task forces or roles.

International delegates may or may not necessarily be current members of the Board of Directors, though it is anticipated that previous Board service or leadership role(s) within Canadian squash would be a requisite.

Representatives to international technical or subject matter international committees, commissions, task forces or roles shall normally possess extensive experience and expertise in that realm.

4. Term:

The Board of Directors, where such is within the purview of Squash Canada, shall determine the term of appointments to a delegate role with an international organization. Consideration will be given to:

- i. Possible bi-annual or quadrennial cycles for appointments within the international organization;
- ii. The length of time it may take for a delegate to build relationships, knowledge, sphere of influence, and/or candidacy for a leadership role within the international organization. Multi-year appointments will be the norm.

The Board may remove any international delegate or representative within its jurisdiction for violating the terms and conditions specified in the Squash Canada Code of Ethics, Code of Conduct, Conflict of Interest and Confidentiality agreements, or for other reasons at its sole discretion.

5. Key Duties and Responsibilities:

The main responsibilities of the international delegate or representative are:

- i. Regularly communicate and/or canvas the Squash Canada Board and senior staff to:
 - Learn of any matters that may need to be shared with or presented to the respective international organization, committee, commission, task force or role;
 - Share information from the international organization to the Squash Canada Board and senior staff;
 - Collect feedback on a Squash Canada position or input as applicable;
- ii. Provide written and/or verbal reports to the Squash Canada Board of Directors at intervals as requested by the Board.
- iii. Where applicable and practical, attend and fully engage in respective international meetings in-person or remotely with aid of electronic, tele or video conference technology;
- iv. Fulfill such tasks and responsibilities as may be assigned by the international organization;
- v. Prepare annual or semi-annual delegate or representative reports as may be required by the international organization;
- vi. Represent and encourage adoption of sound and ethical governance, and best practices befitting the role of the international organization;
- vii. Develop positive and collaborative working relationships with other nations, delegates, committees or commission members so as to enhance the sphere of influence in the best interests of squash;

6. Authority:

The delegate or representative will:

- i. Be entitled to represent views, opinions, knowledge, make and/or approve or reject routine motions in the role of delegate or representative consistent with this terms of reference.
- ii. Provide information and recommendations to the Squash Canada Board of Directors and senior staff where formal Member National Federation decision is required. The Board of Directors will approve decisions and actions requiring such level of approval.
- iii. Not commit Squash Canada funding or expenditure without the prior written approval of the Squash Canada Executive Director.

9. Expenses & Reimbursements:

In the case when expenses to attend meetings or when other out of pocket expenses are not covered by the international body, Squash Canada may provide some assistance to delegates and/or representatives subject to:

- i. Annual budget limitations.
- ii. Prior approval in writing from the Executive Director before the expense is committed.
- iii. Possible prioritization of support for (a) members of an international executive or board, and (b) voting delegates to The Annual or Extraordinary General meeting of the Membership of the international body.
- iv. The organization's approved expense policy.