



CSIA Technical & Education Committee (TEC) Terms of Reference

Committee Type and Reporting The Technical and Education Committee (TEC) is a standing committee established by the CSIA national board that reports operationally to the Managing Director or designate.

Purpose

The TEC contributes to the evolution, auditing, and advancement of ski technique, teaching methodology, educational product development and certification system, and standards for the CSIA.

Outputs

The TEC proposes a vision and direction for Canadian ski teaching. Composed of both technical staff and volunteer subject-matter experts, the TEC works to evaluate and develop a scientifically based approach to ski technique, teaching methodology, assessment and evaluation systems, and education products that create value for the membership and serve as the basis of the CSIA's certification system and standards. The TEC also seeks to maintain and improve Canadian standing with the International Ski Instructors' Association (ISIA) and the Interski congress.

Scope & Responsibilities

The TEC provides guidance on the CSIA's approach to ski technique, teaching methodology, assessment/evaluation systems, and course conductor delivery strategy with a view to certifying members that in turn provide maximum benefit to the student. Each TEC member will:

- Act in the best interests of the CSIA as a national organization, regardless of their region of origin or representation.
- Collect and analyze program participant feedback, feedback from educational program coordinators (EPCs), course conductors, and snow school administrators, collateral from Interski, all alpine disciplines, high-performance snow sports, and awareness of innovations from sister organizations (e.g., ACA, CASI, CANSI), etc.
- Use education best practices to identify gaps in ski teaching methodology, ensure alignment of performance criteria, program delivery, evaluation practices and certification standards, and make recommendations for improvement as required.
- Ensure that all recommendations are based on scientific methods, education best practices, and standards, and are accompanied by data to support the rationale.

- Monitor and make recommendations where appropriate on the implementation of program delivery systems, educational materials, and the course conductor pathway and annual training.
- Review and make recommendations on all improvements or changes to our certification standards, recall programs, and evaluation/performance criteria.
- Endorse all written materials and visual assets related to education, and ensure parity in both official languages prior to issue.
- provide input into the content and delivery of all educational products offered by the CSIA (e.g., written material, webinars, camps/events, in-person seminars, online materials, etc.)
- Review and provide input on presentation materials to be delivered by CSIA staff (or designate) in an international forum.
- Provide input where appropriate in the development of relevant questions within a national members' survey.
- Complete such other work as it deems necessary or as assigned by the Managing Director, or designate.

Committee Composition

This committee shall be competency based with a respectful approach to regional representation, language, and diversity, equity, and inclusion principles wherever possible. A balanced TEC will mirror the language and gender composition of the organization nationally.

The TEC comprises an even number of volunteer members as described below, and Manager of Product and Education plus two operational staff to be determined by the Managing Director or designate. The committee will contain an odd number of members. One member will be designated committee chair by majority decision. The chair and Manager of P and E will serve as project managers for all TEC research and development projects approved by the Managing Director or designate.

Volunteer members: One member will be appointed from each region (British Columbia, Alberta, Central, Ontario, Quebec, Atlantic), one will be designated by the Women in Skiing Committee, and three members will be selected at large. Should a region be unable to identify an interested candidate with the requisite qualifications, the committee is permitted to make recommendations on who would best fill the vacancy regardless of region of origin.

At full complement the TEC will number 10 voting volunteer members and 3 non-voting staff members.

Volunteer selection: Volunteer members will be nominated by their respective regional boards based on needs identified by the committee to ensure there is a balanced cross section of the required qualifications noted below and attention to language, and diversity, equity, and inclusion. The regions will actively seek qualified and interested candidates to meet those needs using an open and

transparent approach. The three (3) volunteer members at large will be sought by the TEC and recommended to the Managing Director or designate for final approval.

Qualifications: All nominees must be CSIA members in good standing, and free of any gross conflict of interest as might be reflected in working with or for competing certification systems. Further, all TEC members shall adhere to the CSIA's safe-sport, conflict of interest, code of conduct, confidentiality, and other guiding policies.

Preferred committee members include:

- An active course conductor: L2, L3, or L4 course conductors (mandatory), and Level 1 course conductors with L3 and trainer-development certifications.
- An expert in education, curriculum design and delivery, online learning, cognitive learning, knowledge-based evaluation testing, etc.
- An expert in physics, biomechanics, kinesiology, or other relevant science-based disciplines.
- A snow school or technical administrator, or senior coach or snow park pro with CSIA certification.
- A member(s) possessing experience with and exposure to the international ski instruction community and its approach to ski teaching and technique (e.g., Interski team member).
- Capability in both official languages (at least two francophone members).
- Diversity, equity, and inclusion principles.

Subcommittee Composition

- **Formation:** Subcommittees will be formed by the TEC on an as-needed basis. There is no set duration for their existence.
- Volunteer **roles outside the TEC** need to be recommended by the project lead and need to be approved by the MP&E and the TEC Chair.
- The subcommittee structure should be no less than three people with a maximum of six.
- **Leadership:** Each subcommittee will identify a project leader best suited to the scope of work. This individual must not be a staff member.
- **Staff Involvement:** Staff members may be appointed by manager of P&E to subcommittees as needed, based on workload, budgetary requirements, and individual expertise.
- **Membership Restrictions:** No TEC member may serve on more than two subcommittees at a time.

- **Communication Protocol:**
 - All questions, concerns, or feedback related to the subcommittee should be directed to the project leader.
 - The project leader will relay relevant information to the manager of P&E and TEC Chair (or Vice Chair if TEC Chair is not available).
 - **Meetings:** Subcommittees are not required to hold a set number of meetings and will convene on an as-needed basis.
- **Reporting:** Deliverable updates must be submitted to the TEC Chair two weeks before the monthly meeting, in preparation for the TEC meeting.
- **Dissolution:** A subcommittee will be dissolved upon successful completion of its objective or if the objective changes and the subcommittee is no longer required.
- **Grievances:** Any concerns or grievances should be addressed following the official grievance policy. *(Attach link to policy)*
- **Conflict of Interest:**
 - Any perceived conflict of interest must be declared by the member.
 - The members must recuse themselves from any voting related to the subject matter.
 - Refer to the CSIA Conflict of Interest Policy for further guidance.

Term and Termination

Volunteer members will each hold a term of three (3) years commencing May 1 (in advance of the spring in-person meeting), with a maximum of two consecutive terms for a total of six (6) years, to be staggered such that turnover is no greater than three members in any given year. In the event of a resignation, a qualified replacement to fill the remainder of that term may be appointed by the region if a regional appointment, or by the committee if at large and subject to approval from the Managing Director or designate. On conclusion of that term, the replacement may be appointed to their own first term. Any member may be removed for transgressing the codes of conduct and confidentiality or rules of engagement, or by a simple majority of the committee; the decision will be brought by the committee to the Managing Director for final approval. Any retired committee member will be eligible for renomination after one term (3 years) of retirement. Terms do not apply to staff member composition.

It is the responsibility of the chair to contact the Regional Board when a current appointed member's term is completed and a new representative needs to be appointed. (See appendix below)

TEC members will be rotated as follows:

British Columbia, Ontario, and one member at large (term completion April 30, 2027)
Central, Quebec, and one member at large (term completion April 30, 2025)
Alberta, Atlantic, and one member at large (term completion April 30, 2026)
Women in Skiing Committee representative (to align with WIS terms of office)
Staff: duration to be determined by the Managing Director

Where feasible, each group will contain a member in their first term and another in their second.

Meetings

The TEC shall conduct meetings as follows:

- an in-person planning meeting held once annually at the Western or Eastern Course Conductor Training covering details pertaining to:
 - update by Manager of P and E on current projects that may not be at the implementation stage, identification of gaps in current materials/projects to create new research and development projects identified for the next cycle
 - assignment of research and development projects to the TEC/staff
- virtual meetings (8 -10)
 - monthly (November-April, June-September/October) for ongoing committee work and to gauge progress including, but not limited to:
 - assessment of content and delivery
 - assessment of course conductor training
 - monitoring and assisting with implementation of any in-season projects
- Optional on-snow meeting for research projects
- an in-person meeting in the spring April or May led by Manager of P and E covering details pertaining to:
 - review of the in-season research and development projects
 - development of a project progress report to date
 - final approval of visual assets and outline of written material to be developed over the summer
 - approval of changes to be implemented for the upcoming season
 - addressing any outstanding projects
- National Board meetings attendance (in-person or virtual) by the chair or designate as requested by the Managing Director

Decision Process

The TEC forms recommendations by:

- consensus across all TEC members where possible, or
- the agreement of a simple majority of all committee members where required.

Decision making on the TEC must be kept free of conflicts of interest. Members are expected to exclude themselves from voting should they be in a position of conflict on the topic at hand.

Project plan outlines as follows:

1. Identify the source of the recommendation with supporting documentation.
2. Determine validity of the recommendation using the supporting documentation and if it is a short-, medium- or long-term project.
3. Identify where on the annual/4 year cycle this recommendation fits (see annual/4-year cycle below).
4. Recommendations must be approved and prioritized during the May meetings to be implemented the following season.
5. The Manager of P and E will report back to the TEC within 14 days of the May meetings to identify projects that will be completed by September 1st for the upcoming season.

Annual/Long Term cycle:

Short term – projects that are approved in the November meeting, researched and developed over the ski season and approved for implementation in the May meeting.

Medium term – projects that require more than a season of research. These projects might require a pilot project before implementation.

Long term (minimum 4-year frequency) – projects that involve a fundamental change in technique, methodology, certification systems or overall business operations. These projects will require extensive research, surveys, pilot projects, etc.

At a minimum frequency of every 4 years, the TEC will review the overall philosophy of the education system and curriculum. Major changes to the education philosophy, systems and curriculum will only occur every four to six years to ensure that members see stability and have an opportunity to learn before any changes occur.

TEC recommendations are officially sent by the TEC Chair and Manager of P and E for consideration by the Managing Director or designate; where not adopted, they are returned to the TEC with a request for further consideration.

Resources and Budget

An annual budget based on forecasted costs to support the TEC's meetings and projects will be submitted by the TEC to the Managing Director in conjunction with the annual budget process for board approval. Any request for additional funds with supporting justification may be submitted to the Managing Director for consideration by the national board.

The CSIA will provide:

- a TEC email address under the snowpro domain for use by the committee chair to receive communications from the membership
- access to a virtual meeting platform

- access to the snow school administrator and course conductor communities for TEC representatives to conduct research and for other communication pertinent to the success of the research and development projects

The TEC may engage outside resources where the necessary expertise is not present in the group.

Board Deliverables

- mid-season progress report, delivered to the Managing Director or designate for national board review by early March and presented by the TEC
- annual project status report and committee planning strategy or work plan, delivered to the Managing Director or designate for national board review following the May meeting and presented by the TEC

Review of Terms of Reference

- Annually and as required

Meetings:

Members of the TEC should anticipate a meeting schedule that includes a minimum of one (1) monthly meeting through ten (10) months of the year, and two (2) in person meetings scheduled in person which will require travel and 2-3 days on site. In-person meetings will at times be scheduled so that time may be spent on snow in workshops. Members of the TEC should prioritize their attendance at these meetings wherever possible. Should a member know they will be unable to attend four (4) or more meetings in a year with advanced notice, they should consider seeking resignation from the committee. Should a member of the committee miss three (3) meetings in a row, they shall be considered resigned.

Appendix – Regional Board process for selecting a new TEC member

Letter of Notice to Regions:

Greetings <<region>>,

As you are likely aware, the Technical & Education Committee plays an integral part in the national operations of the CSIA and its relevance to our members and the many resorts and stakeholders that rely upon us.

We are reaching out today because <<TEC member>> has been the appointed member from your region serving on the TEC. As per our Terms of Reference, their term will be coming to an end in April 2026 and we are seeking your support in ensuring that the TEC continues to have strong engagement and support from you region.

<<TEC Member>> is currently completing the end of their 2nd term, and is therefore not eligible to continue as a voting member of the TEC at this time. They would be welcomed to be involved again in the future, but our Terms of Reference require them to be away from an official seat on the committee for a minimum of 1 term (3 yrs)

<<TEC Member>> has indicated they are completing their current term, and are not seeking reappointment and thus will be creating an opening on the Committee for a member from your region. <<TEC Member>> has indicated they wish to resign their position mid term and has created the opportunity to appoint a member from your region for the completion of this current term with opportunities to then be extended for a full formal first term following the completion of this current term.

<<TEC Member>> is currently completing the end of their 1st term, and is eligible for re-appointment by your region, or may be replaced by another appointment should this be your choosing.

The following document is intended to provide some guidance on how we would like to see this process be managed from region to region. Please take a moment to review and let us know if you require any further clarity or support. With appreciation,

CSIA TEC

Regional Responsibilities:

Upon receipt of this notice and document package, the TEC would ask that you consider the options that make sense for your region and proceed using the details and timeline below.

Regional Appointment:

Each Region has 1 appointed seat on the TEC. It is the regions discretion who they wish to appoint to the TEC pursuant to the Terms of Reference for this committee that can be read here.

That said, the regions willingness to support the TEC in sourcing the skills and qualities outlined by the committee can have a dramatic impact on the overall effectiveness of the committee. Ensuring the right strengths, traits, experience, and diversity is present on the TEC will reinforce the committee and assist it in being as successful as possible.

As stated, your current regional rep is <<select 1 below>>

- At the end of their term, and at their term limit
- At the end of their term, and not wishing to be re-appointed
- Resigning
- At the end of their term, and willing to be re-appointed.

With this in mind, your region has the opportunity to <<select appropriate below>>

- renew your appointed member for the completion of their final term.
- post a notice of application, recruit, and recommend the next appointee from your region.
- Appoint an emergency fill for the vacated position, and then run a recruitment campaign to officially fill the role at the proper timing for the cycle for your region.

The TEC has worked hard to understand the skills and qualities of its current member composition. The outgoing characteristics are below, along with the TEC's ideal desired skills and qualities for future composition.

Exiting Skills & Qualities:

- 1
- 2
- 3

Desired Skills & Qualities:

- 1
- 2
- 3

Appointment Requirements:

When appointing a new member to the TEC, each region is asked to ensure their candidates meet the criteria outlined within the Terms of Reference. Any possible alignment with the above skills and qualities will be appreciated where possible.

Each region is asked to follow the recruitment process outlined in the following document, and submit their recommended appointee, as well as at least 1 alternate (in preferred order) to the Managing Director at nloring@snowpro.com who by the terms of reference must approve in advance any TEC members to the committee.

Recruitment Process:

Posting of Notice of Recruitment:

We would ask that each region post the notice of opportunity to join the TEC as early as possible once the TEC has communicated the request to begin the process. We would ask that this notice take the form of the following efforts:

Process:

1. An email to all eligible members in your region.
 - a. The TEC will where possible provide you with a summary of the skillsets we are currently seeking on the committee. In some instances, this may make it prudent to target your messaging to a specific group (i.e., L3s, L4's or L4 Course Conductors).
 - b. The TEC has provided a Draft message that you may use when circulating this email. This message can be altered or embedded as a part of other regional communications. It is intended to serve as a starting point to assist you in this process.
2. A Social Post on any / all relevant Social Media channels that you actively manage.
 - a. This post will be visible by anyone who may follow your region, and thus needs to clarify who may apply, how they must apply, etc.
 - b. The TEC has provided some draft messaging that can be used, as well as images, logos and any suggesting branding.

Content:

Email to Regional Members:

Dear <<region>> Members,

The CSIA's National Technical & Education Committee (TEC) helps to shape and steer the Technical and Methodological content that is available to all members through courses, training opportunities, camps, manuals, video, etc. The TEC is an incredibly valuable asset to our organization that helps the CSIA be as strong and impactful as it can be.

The TEC is comprised of 1 appointed member from each region, as well as 3 members who are then appointed by the TEC. These members are joined by 3 staff who work on the committee; and other volunteers who may assist with projects.

The seat from this region is currently open for appointment, and we are wishing to begin the process of canvassing our members to determine who would like to be considered for Appointment. If appointed, your term would officially begin in the Spring, however you would be welcomed to begin joining the committee to get up to speed as soon as the selection process concludes.

Who can apply?

- Appointed members must be Level 1 Course Conductors (at a minimum), be in good standing, and free of any Conflicts of Interest that would limit their ability to work with the committee.
- The TEC is currently seeking some of the following skills and qualities, which if possible, would be given some preference / priority:
 - SKILL / QUALITY 1
 - SKILL / QUALITY 2
 - SKILL / QUALITY 3

How do I apply?

- Members who wish to be considered should email the Region at <<email>> and submit their application on or before <<date>>.
- Your application should include a brief bio, as well as a letter of intent which expresses why you wish to be considered and how you feel you can best support the CSIA on the TEC. Any alignment with the above skills / qualities will be beneficial.

What happens next?

- Upon the closing of the application window, the Regional board will consider all eligible applications and conduct a brief interview of the qualified candidates.
- This region will be required to provide our recommended appointment to the TEC, along with a minimum of 1 backup recommendation. We aim to do so before <<date>>.

Questions?

- The CSIA TEC Terms of Reference that define the committee, its composition and responsibilities can be found on the CSIA website.
- If you have additional specific questions, you can connect with the TEC directly at TEC@snowpro.com

Participation & engagement of our members is what makes the CSIA such a great organization. Volunteering with the TEC and helping make the future of this organization so bright is a phenomenal opportunity to get involved and help be a part of the years to come! We look forward to hearing from you,

CSIA <<region>>

- Email
- Social
- Phone

Social Post Content:

- CSIA <<region>> Members! We are seeking interested & qualified individuals who are interested in being a part of the Technical & Education Committee! Be sure to check your inbox for an important update or DM us for more info!
- Get Involved! Help guide the ongoing evolution of Ski Teaching in Canada! The TEC seat from <<region>> is open! Applications are being accepted now!
 - o Link to website for more info.
- Include Regional Logo
- Include National Logo
- Use current images that will garner the attention of the membership.

Candidate Selection:

Following the close of your posted application period, it is requested that each region select a candidate through the following process:

- If only one candidate applies, and they meet the desired goals of the region and any requests of the committee, they may be appointed via acclamation.
- Should more than 1 candidate apply, an informal interview process should be run. Interviews should:
 - o Be consistent in time and content from candidate to candidate.
 - Prepare questions in advance. Use a Scoring matrix of some form to score candidates, etc.
 - o Be fair and transparent, without bias towards any candidate.
 - Use an interview panel that is consistent, avoid any conflict between applicants & interview panel, or perceptions of bias (ie. Avoid interviewing friends, coworkers, etc.)
 - o Be timely and professional, allowing the candidate to know what to expect in the process.
 - As applicants apply – provide acknowledgment of receiving the application, book interview times, share expected timelines for follow up and decisions, etc.