



## Canadian Ski Instructors Alliance (CSIA) – Women in Skiing Committee (WIS)

The following is intended to serve as an interim Terms of Reference (ToR) for the Women in Skiing (WIS) Committee of the CSIA. This ToR shall exist until such a time as a revised ToR is able to be approved.

### Committee Type:

A standing advisory committee that provides insight & recommendations to the National Board (NB). This advisory committee will continue to function until deemed unnecessary.

### Scope & Responsibilities:

The Women in Skiing Committee helps to foster the evolution, improvement, and advancement of Ski Technique & Teaching methodology in the development of female alpine skiers.

Some areas where the WIS committee will focus its attention to support the CSIA:

- Research into women in sport
- Engagement with external organizations regarding women in sport
- Consult with and seek feedback from female members of the CSIA
- Growth, retention and development of women within the CSIA
- Support CSIA's Gender Equity Policy
- The WIS Committee can provide internal peer review and recommendations on programming

### Committee Composition:

The (WIS) Committee shall be comprised of 6 volunteer voting members. These members should meet the following criteria (and or otherwise specified)

- Level 3 or 4 Certification
- Active CSIA Course Conductor
- Additional certification with an industry partner (CASI, ACA, CADS, etc.) considered an asset
- Additional skill sets will be considered
- Ability to fulfill commitment to WIS committee's guiding principles
  - 1 member from BC, (*currently 2 members*)
  - 1 member from AB, (*currently 0 members*)
  - 1 member from CEN (*open*)
  - 1 member from ON (*currently 1 member*)
  - 1 member from QC (*currently 1 member*)
  - 1 member from ATL (*open*)
  - 1 senior CSIA staff member (*non-voting*) appointed by the national director. Staff participation is not required at all meetings.

\*Current western committee composition will remain until term completion. (*Alberta member will not be selected at this time*)

#### Committee Composition Cont.:

Members of the committee shall serve a maximum of 2 consecutive 2-year terms. Term extensions will be considered on a case-by-case basis if no suitable replacement can be found.

One member of the WIS Committee shall be identified as Chair by approval of the other committee members. It is recommended that this individual have more than 1 year remaining in their term of office and serve no longer than 3 consecutive years in this role.

Should a committee member be unable to complete their current term of office or fulfill the requirements of participation, the Regional Board may canvas membership in the region in question and appoint a replacement. This replacement shall have voting rights for whatever portion of time remains on the term of office they have adopted. This appointment shall not contribute towards the individual's years of service on the committee should they desire to remain on the committee as an elected member.

#### Committee Selection:

Committee members will be solicited and appointed by the Regional boards. Two current WIS committee members and one female member at large as appointed by the regional board will assist the regional board with the selection.

Appointed members should meet the criteria identified above, and or additional criteria listed in the expression of interest call out notice. The (WIS) committee will assist in providing the competency/skill criteria.

#### Optional Advisors:

The committee may expand its membership from time to time to include other course conductors or external individuals with specific expertise to assist with special projects. These individuals will not have voting rights but will be eligible to attend committee meetings as deemed necessary.

#### Meeting arrangements:

The (WIS) shall carry out its business at scheduled meetings as follows:

- Face to Face Meetings
  - Spring Meeting
    - Once annually in May
    - Covering details pertaining to:
      - Conclusion of current strategic initiatives
      - Review (KPI's) of current strategic initiatives
      - Statistical review of member and program participant data
      - Update (WIS) strategic initiatives dashboard document
      - Approve new recommendations and initiatives
      - Other

#### Meeting arrangements cont.:

- Virtual Meetings
  - Monthly
  - Ongoing committee work and review
  - Ongoing assessment of program content delivery pertaining to WIS initiatives
- National Board Meetings
  - The Chair (or designate) shall attend the Monthly NB meetings as required

\*Additional time commitments may be required and could occur outside these scheduled meetings.

#### Reporting & Decision outcomes:

- To the (NB) National Board
- The (WIS) forms recommendations by:
  - Consensus amongst all members where possible
- (WIS) recommendations are considered by the National Board and approved; or where they are not adopted are returned with request for further consideration by the (WIS). The NB may at times amend a recommendation with the assistance of the Chair of the (WIS) (or designate) in order to approve said recommendation without the need to return it to the (WIS) as denied.

#### Resources and budget:

- A budget based on cost analysis will be provided to support the ToR and the efforts required to generate the Annual & Semi-Annual reports, meetings and (WIS) Committee Strategic Initiatives.
- Mechanism to request funds beyond standing budget.
  - To be submitted in advance of NB meeting
  - To be approved at the NB meeting
  - National Board to provide budget approval detail to (WIS) committee following spring/June National Board meetings.
- Access to a platform to conduct virtual meetings

#### Deliverables:

- Annual & Semi-Annual, monthly (*as required*) updates/reports to the NB
  - To follow mid-season meetings
  - To follow spring meeting
  - Presented by the (WIS) committee

#### Review:

- Annual and as required
- Formal changes approved by the (NB) National Board