

Canadian Ski Instructors Alliance – Technical Committee (TC)

The following is intended to serve as an interim Terms of Reference (ToR) for the Technical 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 committee that provides insight & recommendations to the Nationals Board (NB). This committee will continue to function until deemed unnecessary.

Scope & Responsibilities:

The Technical Committee helps to foster the evolution, improvement, and advancement of Ski Technique & Teaching Methodology for the CSIA. The TC concerns itself primarily with matters relating to ski technique, teaching methodology, and standards.

- The Technical Committee assists with the development, research and review to technique, methodology & standards.
- Where changes impact programming structure, the TC will be consulted
- The Technical Committee can provide internal peer review and recommendations on programming.
- The Technical Committee may recommend engaging an advisory committee or expert where content is outside of the committee's expertise.

Committee Composition:

The TC shall be composed of volunteer committee members & staff technical advisors. Within this composition there will be a role of Committee Chair that will be held by a volunteer, and a Committee Secretary that will be held by an administrative staff role.

Committee Selection:

- Committee members will be appointed by the Regional Boards / Committees to the TC.
- Appointments may be made following a candidate identifying their interest to join the committee.
- Regional Boards will solicit applications for candidacy where a position on the committee is available to their region.
- Appointed members must meet the criteria identified below.

Committee Members:

Comprised of 7 voting members including:

- Josh Foster* [1 member from British Columbia]
- Casey Bouius* [1 member from Alberta]
- Heather Robertson* [1 member from the WIS] (and / or designate from WIS)
- AJ Leeming* [1 member from Ontario]
- JF Beaulieu* [1 member from Quebec]
- 1 Member from Central
- 1 Member from Atlantic

*Current Technical Committee Member

- Regional representation listed above may include up to a maximum of up to 2 members who are Level 1 Course Conductors with Level 3 certifications.
- Where the balance of members must be active L2, L3, or L4 Course Conductors.

CSAI Staff Advisory Roles:

- National Program Director (NPD) ,
 - 2 Education Program Coordinators in rotating capacity as appointed by the NPD
 - 1 Administrative supporting staff for the purpose of meeting coordination

Meeting Arrangements

The TC shall carry out its business at scheduled meetings as follows:

- Face to Face Meetings on the following cycle:
 - Spring Meeting
 - Once annually in May
 - Covering details pertaining to:
 - Conclusion of current projects
 - TC Strategy being established for next cycle
 - Mid Season Meeting
 - Once annually in Jan or Feb
 - Covering details pertaining to:
 - Assessment of technical content delivery
 - Testing further concepts for submission to the TC Strategy
 - Planning works outstanding
 - Identifying Semi-Annual Report Content
- Virtual Meetings (10)
 - Monthly
 - Ongoing committee work
- National Board Meetings
 - The TC Chair (or designate) shall attend the Monthly NB meetings

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

Reporting & Decision outcomes

- The TC reports to the NB
- The TC forms recommendations by:
 - Consensus amongst all members where possible, or
 - by way of simple majority vote of committee members where required.
- TC recommendations are considered by the National Board and approved; or where they are not adopted are returned with request for further consideration by the TC. The NB may at times amend a recommendation with the assistance of the Chair of the TC (or designate) in order to approve said recommendation without the need to return it to the TC 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 and TC Strategy
- Mechanism to request funds beyond standing budget.
 - To be submitted in advance of a NB meeting
 - To be approved at a NB meeting
- Access to a platform to conduct virtual meetings

Deliverables

- Annual report & TC Strategy to the NB
 - To follow spring meeting
 - Presented by the TC
- Semi Annual report to the NB
 - To follow mid season meeting
 - Presented by the TC
- Monthly Update to the NB

Review

- Annual and as required
- Formal changes approved by the NB