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 Senior Director of Programs and Education.

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 Senior Director of Programs and Education.

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 technical staff (to a maximum of three (3) to be determined by the Senior Director of Programs and Education. The committee will contain an odd number of members. One member will be designated committee chair by majority decision. The chair will serve as project manager for all TEC research and development projects approved by the Senior Director of Programs and Education.

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 13 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 Senior Director of Programs and Education 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.
- Diversity, equity, and inclusion principles.

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 Senior Director of Programs and Education. 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 Senior Director of Programs and Education for final approval. Any retired committee member will be eligible for re-nomination after one term (3 years) of retirement.

TEC members will be rotated as follows:
British Columbia, Ontario, and one member at large (term completion April 30, 2024)
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 Senior Director of Programs and Education

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 in September/October, covering details pertaining to:
    - New research and development projects identified for the next cycle.
    - Assignment of research and development projects to the TEC/staff.
- virtual meetings (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 particular research projects.
- An in-person meeting in May, covering details pertaining to:
    - Review of the in-season research and development projects.
    - Development of a project progress report to date.
    - 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 (monthly)
    - attendance by a representative as required.

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.

TEC recommendations are considered by the Senior Director of Programs and Education through to the National Board; where not adopted, they are returned to the TEC with a request for further consideration.

Workflow

- Direction is established through input collected by the staff and volunteer members of the TEC (see Scope and Responsibilities), and strategically by the Board.
- The TEC leads the effort to validate the direction.
- Staff drafts suggestions into course materials.
- The TEC reviews and provides feedback, repeating until approval is reached.
- Staff carries through with implementation.

- The TEC audits implementation, in the process of creating new inputs.

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 Senior Director of Programs and Education in conjunction with the annual budget process for board approval. Any request for additional funds with supporting justification may be submitted to the Director of Programs and Education for approval 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.
- Administrative assistance in booking meetings and taking minutes.

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 Senior Director of Programs and Education 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 Senior Director of Programs and Education for National Board review following the May meeting and presented by the TEC.

Review of Terms of Reference

- Annually and as required* (to be further clarified).