

## TERMS OF REFERENCE – HIGH PERFORMANCE ADVISORY COMMITTEE

### Mandate

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The High Performance Advisory Committee (HPAC) an advisory committee for Volleyball BC. The role of this committee is to provide leadership, direction and support for programs and activities that Volleyball BC undertakes with respect to High Performance in both indoor and beach volleyball. Specifically, the Committee will provide guidance, input, and advice to support the implementation of the High Performance Plan and associated Team BC activities.

### Key Duties

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The Committee will provide recommendations on the following key areas:

1. *Implementation and monitoring of the delivery of the High Performance Plan*
2. *Selection policy and processes for the Team BC program/pathway*
3. *Schedules for High Performance selection and evaluation*
4. *Considerations for province-wide selection/identification and development camps*
5. *Coach selection for High Performance programs and selection/identification camps*
6. *Program evaluation review and recommendations*
7. *Additional program development as required*

### Authority

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The HPAC is an advisory committee which provides recommendations and support to Volleyball BC staff in the delivery of Team BC Programming. It does not have the authority to make decisions that bind the Board or Volleyball BC. The Committee can make budget requests for consideration in the normal course of business but does not have authority to spend money. The HPAC can form sub-committees whenever necessary to facilitate the committee's work.

### Composition

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The Committee will be comprised of two Volleyball BC Staff (Technical Director, Coach Development Manager), up to two (2) members from the Volleyball BC Board of Directors (Athlete Representative, One additional BOD member), and 3-5 other individuals who can contribute expertise, human resource capacity, and high performance perspectives to the process of developing Team BC programs, plans and policies through one or more of the following criteria:

- Understanding, passion, expertise, and/or lived experience of the principles of high performance sport.
- Understanding of the different components of the volleyball high performance sport system in British Columbia, including, Youth Club Volleyball, P/TA High Performance Programs, Post-Secondary Programs and/or National Team Programs.
- Experience and insight into high performance considerations from a player, parent, coach, referee, or administrator perspective.

Members will be selected to represent the diverse nature of Volleyball BC's membership. Consideration will also be given to geographic representation from across British Columbia.

The Volleyball BC CEO and Head of Programs and Pathways are ex-officio members and may attend as required.

Additional people may be invited to Committee meetings on an ad-hoc basis to provide input and expertise in their area. Any cost associated with bringing in experts will be pre-approved by the CEO or staff designate.

All Committee members must comply with the VBC Screening Policy and other policies. Committee members may be required to undertake training as part of onboarding onto the Committee. (Any training will be paid for by Volleyball BC and will not exceed approximately 5 hours).

### **Selection and Appointment**

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1. An open call for applications will be made and shared with the community.
2. Applicants will submit an application and cover letter outlining their experience and reason for wanting to join the HPAC.
3. The chair and one staff member of Volleyball BC will make selections.
4. The HR and Governance Committee will review and approve appointments where appropriate.
5. All members are selected to the committee for two year terms, renewable up to 3 terms. Over time it is expected that the duration of term for committee members will be staggered so that only half the Committee is re-appointed at any one year.

### **Meetings**

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The HPAC will conduct scheduled conference calls every quarter. Meetings will be at the call of the Chair or staff designate. Quorum will be any number of individuals over the majority of voting members, including the Chair and VBC staff.

### **Resources**

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The Committee should not require any significant resources, other than minor disbursements, and may not incur expenses without the written approval of the CEO. Expenditures must be approved in advance.

### **Reporting**

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The CEO or Board representatives will report progress of the Committee to the Board as required.

The Committee will provide a written update to the members at the Annual General Meeting and/or at other appropriate times as requested.

The Terms of Reference were approved by the HR and Governance Committee on February 22, 2024