



Women in Curling Executive Council Member - **Participation** Terms of Reference

Purpose

The Participation function is to increase engagement and participation rates of girls and women in all levels and capacities of curling, enhance sport-exposure opportunities through the creation of WIC initiatives, programs and events, and support data-driven gender equity strategies and analysis.

The Participation Executive Council member will support the research and development of programs and services aimed at increasing female participation, establish female participation key performance indicators and year-over-year analysis and reporting, and advocate for gender equity by supporting inclusive policies and practices.

All activities must align with the "Roadmap to Gender Equity in Curling" to support Curling Canada's objectives for gender equity.

Responsibilities

Research best practices and support the development of programs and services aimed at increasing female participation at various capacities throughout curling system.

Establish female participation KPIs and a year-over-year analysis within the limitations of current available data, to align with the WIC Executive Council objectives.

Support the execution of approved pilot projects and initiatives designed to boost female involvement in the sport, while honouring Curling Canada's Safe Sport and Diversity Equity Inclusivity practices and policies.

Promote and support gender equity policies and practices within the scope of the WIC functions.

Working Group

A volunteer working group may be established at the discretion of the WIC Executive Council member - Participation, and with the approval of the WIC Executive Council Chair.

The working group shall consist of the following members:

- Chairperson: WIC Executive Council member – Participation
- Committee Members: Selected based on their expertise in sport participation initiatives, data analysis, and program development
- Ex-officio Members: WIC Executive Council Chair

The WIC Executive Council reserves the right to dissolve the Participation Working Group if it is deemed that it is no longer necessary or if it fails to fulfill its responsibilities effectively.

Working Group Meetings

The volunteer working group will meet monthly or as needed to fulfill its responsibilities.

Minutes of each meeting will be recorded and distributed to all working group members and the WIC Executive Council.

WIC Executive Council Meetings

The WIC Executive Council will meet monthly or as needed to fulfill its responsibilities.

Minutes of each meeting will be recorded and distributed to all members of the WIC Executive Council.

Decision-Making

The level of authority for decision-making lies with the WIC Executive Council, at the advice and recommendation of all WIC Executive Council members, including the WIC Executive Council member – Participation.

The working group should act as an advisory and consultative support system for the WIC Executive Council member – Participation.

Reporting and Accountability

The WIC Executive Council member – Participation will provide regular reports to the WIC Executive Chair, monthly or as needed, to ensure transparency and accountability.

A comprehensive year-end report of the WIC Participation functions will be submitted by the WIC Executive Council member – Participation to the WIC Executive Council Chair.

The WIC Executive Council member– Participation, and by extension their working group, are accountable for the timely and effective implementation of its responsibilities and initiatives.

In the event of the WIC Executive Council member misses three consecutive Executive meetings or fails to complete the tasks outlined above, the WIC Executive Chair reserves the right to replace that Council member.

Review and Amendments

These terms of reference will be reviewed annually by the WIC Executive Council to ensure they remain relevant and effective in achieving the objectives of the WIC Participation function. Amendments will be made as necessary after approval by the WIC Executive Council Chair.

Authority and Budget

The WIC Executive Council member – Participation, and their working group, operate under the authority of the WIC Executive Council.

Budgetary allocations and expenditures are managed on a pre-approved basis only, as part of the annual planning and budgeting process.

There is no personal compensation for this leadership volunteer role, however, if any travel is required for WIC Executive Council initiatives it will be managed on a pre-approved basis only, as part of the annual planning and budgeting process.

Resources

Additional resources, such as consultants, presenters, and support materials, will be dependent on the approved work plan and budget.