



Women in Curling Executive Council Member - **Professional and Personal Development**
Terms of Reference

Purpose

The Professional and Personal Development function is to enhance professional and personal growth opportunities for women in various capacities of curling and support their journey within the sport system to increase life-long engagement and leadership participation.

The Professional and Personal Development Executive Council member, with or without a volunteer working group, will support the creation of a comprehensive schedule of programs and services to offer varied and integrated growth and awareness opportunities.

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, guest speakers and delivery formats, to support the development of and an annual schedule of programs and services aimed at benefiting women in curling and increasing female leadership participation in various capacities throughout curling system.

Plan and support the execution of professional development events, both virtual and in-person, for the greatest impact and participation within the modest pre-approved budget.

Support the execution of approved pilot projects and initiatives designed to support meaningful professional and personal development.

Promote and support gender equity policies and practices within the scope of the WIC functions.
Report on activity completion when required.

Working Group

A volunteer working group may be established at the discretion of the WIC Executive Council member – Professional and Personal Development, and with the approval of the WIC Executive Council Chair.

The working group shall consist of the following members:

- Chairperson: WIC Executive Council member – Professional and Personal Development
- Committee Members: Selected based on their expertise in professional and personal development, their network and relationships within sport, and event management.
- Ex-officio Members: WIC Executive Council Chair and/or Curling Canada Senior Management Team Liaison

The WIC Executive Council (or Curling Canada) reserves the right to dissolve the Professional and Personal Development 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 – Professional and Personal Development.

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

Reporting and Accountability

The WIC Executive Council member – Professional and Personal Development 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 Professional and Personal Development functions will be submitted by the WIC Executive Council member – Professional and Personal Development to the WIC Executive Council Chair.

The WIC Executive Council member– Professional and Personal Development, 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 Professional and Personal Development function. Amendments will be made as necessary after approval by the WIC Executive Council Chair.

Authority and Budget

The WIC Executive Council member – Professional and Personal Development, 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.