



TERMS OF REFERENCE – PROVINCIAL HP/QUEST COMMITTEE

Name: Ontario HP/Quest Committee

Mandate: The Ontario HP/Quest Committee is a Standing Committee of the Ontario Fencing Association (OFA). Its role is to oversee all High Performance and Quest programming in Ontario.

KEY DUTIES:

1. Oversee all aspects of the OFA's High Performance programs.
2. Establish annual criteria in determining Quest for Gold athletes in association with the Ministry guidelines.
3. Review Quest athlete training plans and provide oversight for athlete accountability.
4. Run regular camps/training events for Quest athletes to promote their development.
5. Liaise with other program committees on matters pertaining to High Performance.
6. Recommend criteria for OFA support towards Ontario athletes/coaches representing Canada in International and major games qualification and competitions.
7. Perform such additional tasks as may be assigned to the Committee by OFA Executive Board.

Authority: The Committee will make recommendations to the Executive Board of Directors for approval. The committee can form sub-committees whenever necessary to facilitate the committee's work. The committee shall submit to the Board annual plans and budget by July 31, 2015.

Composition: Committee members must be members in good standing of OFA. The 2015-16 HP/Quest Committee will be composed of:

Paul ApSimon (Chair)	David Howes	Alexis Rudkovska	Elaine Ni
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Appointment: Members are appointed by the Board of directors for a three-year term, renewable. In order to ensure continuity, two of the four members of the initial committee shall have a two-year term and two shall have a three year term (to be determined by the committee).

Meetings: The Committee will meet by telephone, by electronic means, or in person, as required. Meetings will be at the call of the Chair or at the call of the Executive Director. Roberts Rules of Order will be used in all committee meetings.

Resources: The Committee will submit a budget to the OFA Board of Directors for approval. Generally, budgets shall be submitted in February for the following fiscal year. (I.e. Feb. 2016 for the 2016-17 fiscal). For the 2015-16 fiscal, budget shall be submitted by June 1st.

Reporting: The Committee will report through the Executive Director to the OFA Executive Board of Directors. The Committee will report to the membership, in writing and in person, at the Annual General Meeting. The Chair of the Committee will attend the Annual General Meeting and will also participate in all OFA strategic planning meetings.

Approval: These Terms of Reference were approved by the OFA Board of on May 31, 2015.