



**Name: Terms of Reference - WCF Governance Commission**

**Date of Board Approval: December 15, 2014**

### Background

- The WCF Governance Commission is a Standing Commission as constituted by the World Curling Federation Constitution

### Objectives

- The objectives of the WCF Governance Commission are to:
  - provide advice and assistance to the WCF Board on general governance matters, thereby enabling the Board to maintain a robust, democratic organisation and maximize the potential of curling;
  - plan Board education to improve Board knowledge of Governance, enhance the quality of Board discussion on governance matters and facilitate effective Board decision-making;
  - plan governance education for Member Association and plan governance education presentation for the annual World Curling Congress;
  - ensure the WCF Board is well-informed on governance best-practices;
  - regularly review the WCF Constitution and recommend enhancements;
  - draft for Board discussion any new policies as directed by the Board of Directors;
  - ensure consistent language and phraseology is used in Board and Commission material;
  - update the Board Policy Manual after new and amended policies are approved by the Board of Directors;
  - assist in consultation and engagement with WCF Member Associations in the governance of the WCF, and;
  - provide assurance to WCF Member Associations as to the appropriate governance of the World Curling Federation.

### Guiding Principles

- A good governance structure must:
  - be efficient and effective;
  - ensure accountability ;
  - respect tradition while embracing progress ;
  - take account of volunteer Board capacity;
  - ensure Member engagement and sustainability;
  - minimize risks on the organisation and its people;
  - describe clear lines of authorities and responsibilities;
  - empower those delivering the operational outcomes;
  - encompass today's best business practices; and
  - avoid non-conformance with the constitution.
- The WCF governance structure should help to ensure:
  - a democratic organization;
  - strong foundations are in place which can grow with the sport;

- solid and transparent finances;
- good succession planning;
- a dynamic election process which attracts quality people;
- influence from the athletes;
- the right person does the right job;
- a professional and efficient staff are empowered by the Board; and
- the WCF Board remains responsible for the sound operation of the organisation.

#### Authority/Limits of the Committee

- In accordance with WCF Constitution, the WCF Governance Commission is responsible to the WCF Board of Directors.
- The WCF Governance Commission's authority is defined by the WCF Board, through policy and direction.

#### Duration/Timelines

- The WCF Governance Commission is a Standing Commission under the WCF Constitution and therefore, has no defined duration or timeline

#### Composition

- WCF President (ex-officio)
- 2 WCF Board Members
- Secretary General
- 3 (minimum) Non-WCF Board Members, the exact number to be determined by the WCF Board depending on the workload and skill-sets required
- Non-WCF Board Members shall typically be WCF Member Association Representatives approved by their respective MA, to ensure familiarity with the WCF, issues affecting the organisation and its Members and for cost efficiency
- Where desired skills or attributes are not available from the WCF Board or Member Association Representatives, the WCF Board may appoint other persons to this Commission with the acknowledgement of the appropriate Member Association.
- Whenever practical, the WCF Board shall consider geographic and gender diversity when making appointments to the WCF Governance Commission
- A WCF Board Member will Chair the Commission

#### Succession Planning

- Each Non-WCF Board Member shall serve 3 year terms
- Terms of Non-WCF Board Members may be extended by the WCF Board, if the Commission's workload requires
- No more than 1 Non-WCF Board Member shall be replaced each year to allow for consistency and continuity

#### Budget Required:

- The work of this commission will be done primarily by teleconference calls or electronic means
- Typically, one in-person meeting of the Commission will be scheduled during the annual World Curling Congress
- Members of the Commission will be reimbursed for previously approved expenses incurred in the course of the Commission's work

### Reporting Requirements

- Regular reporting to the WCF Board of Directors
- Regular reporting to the Member Associations
- Annually, prepare a work-plan for the coming year based on WCF Board priorities
- Prepare and present reports with suggestions to the Board, including options available and associated impacts
- Provide an annual report to the Member Associations in advance of the AGA and schedule appropriate time to consider and discuss the commission's final report during the AGA (if required)
- Other reporting requirements as directed by the WCF Board

### Support

- The Secretary General will make available to the Commission necessary staff resources to complete its mandate, as prescribed through Board policy and direction
- Input provided through consultation with WCF Member Associations and other stakeholders
- Other resources as assigned to the commission by the WCF Board