



FAST AND FEMALE ANTI-RACISM AND RESPECT ADVISORY COMMITTEE ROLES AND RESPONSIBILITIES

Overview

The purpose of this document is to:

- 1) Clarify expectations of committee members
- 2) Assist in nomination in recruitment planning
- 3) Be a living document that enables committee members to take ownership of their role and clarify for the committee and the F&F board what they are “signing up for”

The Fast & Female Anti-Racism and Respect Advisory Committee will have a minimum 5 members and a maximum of 12, including a “Chair”, “Vice-Chair,” (or two “Co-Chairs”), “Secretary,” and 1 -2 “R.E.A.L Role Model Representatives”, 1-2 “Youth Representatives” along with 5-7 general members. A representative from the Fast and Female Board of Directors and the Fast and Female Management Team will also be actively involved in committee activities and meetings but will not have member roles or voting responsibilities.

Committee Structure within Fast and Female

The Fast and Female Anti-Racism and Respect Advisory Committee is an ad hoc advisory committee. It reports to the Board of Directors and works collaboratively with Fast and Female Management, Staff, Volunteers, and Stakeholders.

Required of all committee members:

Committee members are responsible for the stewardship of the organization and oversight of the committee’s mandate. Members are expected to act independently, honestly, in good faith and in the best interests of the organization at all times and to work as a team.

As an Advisory Committee, members will:

- A. define the mandate of the committee, and empower Fast and Female to achieve it
- B. identify and address current issues affecting the Fast & Females vision/mission; challenge the organization’s thinking and status quo
- C. develop and recommend a committee recruiting tool which describes the desired experience and skills for potential members
- D. recommend nominees for the committee
- E. guide and support the organization through broad policies, planning objectives, and recommendations which are reviewed periodically

- F. provide leadership and guidance on mechanisms to improve monitoring, benchmarking and reporting
- G. encourage the development and implementation of programming and events that meet the needs of and deliver a positive impact to all participants
- H. oversee the development and approval of long-term strategic priorities
- I. regularly review the organization's programs, practices, communications, and policies to ensure that they are consistent with the purpose of the organization and the mandate of the committee and that they are effective
- J. advise on areas of compliance with applicable laws, rules and SafeSport practices as they relate to the running of programs and events, specifically with regard to the mandate of the committee
- K. support the organization in identifying and securing the financial resources and partnerships necessary for the organization to advance the recommendations of the committee
- L. build long-term relationships with current and new partners and stakeholders
- M. identify new opportunities for collaborations, research and knowledge transfer to advance the position of women and girls in sport, nationally and globally
- N. serve as active advocates for the organization and fully engage by bringing their unique strengths to the work of the committee

Committee Members must be:

- A. exercise care, due diligence and skill in the performance of their duties
- B. speak with one voice externally
- C. keep informed about the activities of the organization and the community in which it operates
- D. attend committee meetings regularly, be prepared for discussion and vote from an informed perspective;
- E. voice clearly, at the time a decision is being taken, any opposition to a decision or recommendation being considered by the committee

Time Commitment

Between 10-15 hours per month (this may fluctuate depending on projects and priorities). Rough Time Commitment by role:

- Chair/Co-Chair: 12-15 hrs
- Secretary: 10-12 hrs
- RRM Rep: 10-12 hrs
- General Members: 10 hrs

Responsibilities and tasks: Prepare for, attend and follow up on action items from both committee meetings and ongoing projects as determined by the committee. Attend and support events, programming, and fundraisers when possible.

Term of Commitment

1 year with a renewal opportunity for up to two more terms. To be recorded by the Secretary in the onboarding process.

Committee Chair or Co-Chair

In addition to the general duties and responsibilities of all members, the Chair has these additional duties:

- A. to chair the meetings of the committee;
- B. to ensure that the work of the committee is conducted efficiently and effectively;
- C. to set committee agendas in consultation with other committee members, based on the responsibilities of the committee and reflecting current priorities;
- D. to ensure that the committee is properly informed about the operations and priorities of the organization and has the necessary information and opportunity to make decisions and recommendations;
- E. establish a process for committee orientation and ongoing professional development; and
- F. develop and recommend a succession plan for the advisory committee
- G. to ensure that proper reporting systems and procedures are in place, including an annual report;
- H. to act as the committee's primary liaison with the Board of Directors and staff;
- I. to act as the public and media spokesperson for the organization on matters of committee activities; and,
- J. has the authority, together with a F&F board member or staff representative, to sign all documents related to the committee's activities.

Vice Chair or Co-Chair

In addition to the general duties and responsibilities of all members, the Vice Chair or Co-Chair has these additional duties:

- A. to assume the responsibilities of the Chair during his/her absence;
- B. work collaboratively with the Chair or Co-Chair to support all duties of Chair position
- C. to ensure that the committee is provided with regular reports on the organization's priorities and operations;
- D. to ensure that proper reporting systems and procedures are in place, including an annual report;
- E. follow up on action items before committee meetings to ensure members have sent their materials to the secretary prior to the meeting;
- F. with the F&F Board of Directors, review and recommend terms of reference for the advisory committee

- G. has the authority, together with a F&F board member or staff representative, to sign all documents related to the committee's activities.

Committee Secretary

In addition to the general duties and responsibilities of all members, the Secretary has these additional duties:

- A. To plan, schedule and communicate committee meeting dates and times;
- B. to ensure that minutes are taken at all regular meetings;
- C. to ensure that copies of agendas and minutes are circulated to committee members in sufficient time to consider properly;
- D. to oversee the keeping of records of meetings, policies and any other records and to file all appropriate reporting documents to all relevant government agencies;
- E. Maintain contact list of committee members including member appointment dates, term of appointments and member bios; and
- F. Lead orientation for new members.

R.E.A.L Role Model Representative(s)

In addition to the general duties and responsibilities of Directors, the R.E.A.L Role Model Representation has these additional duties:

1. communicate regularly with the R.E.A.L Role Model network
2. collect and share information and input between the R.E.A.L Role Model network and the committee
3. to act as the committee's primary liaison with the R.E.A.L Role Model network;
4. provide policy and practice guidance and recommendations in the area of volunteer organization and communication
5. at times, to act as the public and media spokesperson for the organization on matters of committee and programming activities;
6. establish specific goals for the R.E.A.L Role Model network that align with and advance the committee's mandate
7. attend community events, meetings, or conferences to promote organizational goals