



Terms of Reference: Provincial Executive Directors Council

Mandate/Purpose

The Provincial Executive Directors Council (EDC) is an operational Council of Swimming Canada. The EDC, as members of Swimming Canada, will act as an advisory body to Swimming Canada on matters pertinent to both the strategy and operations of the sport of swimming. The EDC will also be a place to share ideas and innovations. Members of the EDC will work in partnership with Swimming Canada to have two-way discussions around the operational and strategic impacts and opportunities at both the provincial and national level on items of importance to all members of the council. The EDC will provide input and collaborate with Swimming Canada staff on the existing and new procedures that operationalize Swimming Canada.

Composition of the Council

- Executive Directors from each Provincial Section Office (PSO) or their designated staff
- The Executive Director of the CSCA, as a Special Interest Group
- Swimming Canada – CEO and Senior leadership of Swimming Canada which may include Sport Development, Operations, and Marketing

Members of the EDC will elect or nominate an individual from the PSO group to represent them as co-chair on a yearly basis at the fall meetings. Swimming Canada CEO, or their designate, will be named as a co-chair.

The co-chairs of the council may invite other members of provincial section or Swimming Canada staff to attend the meetings to provide insights and information into relevant strategic and operational areas. In consultation with and approval from the CEO, the EDC may appoint, when needed, experts to assist the council regarding operational matters (ex-officio).

Authority

The council will act as an advisory agent to Swimming Canada.

Key Duties/Objectives/Deliverables

Duties of the council include, but may not be limited to, advising, including identifying potential impacts and opportunities for collaboration to, Swimming Canada and/or the provincial sections as it relates to strategic and operational impact to areas of the Strategic Plan.

Meetings

The EDC will meet in person once annually, with four to six additional meetings per year, held by teleconference/virtually.

Resources

The Council receives the necessary support from Swimming Canada to fulfill its mandate.



Review

- The CEO reviews the effectiveness of the Council.
- The CEO and EDC reviews these terms of reference every two years.

Reviewed and Approved: May 3, 2012.

Revised and Approved: April 15, 2015.

Revised and Approved: May 6, 2019.

Revised and Approved: April 2, 2024