



Name: Terms of Reference - WCF Americas Zonal Commission

Date of Board Approval: September 5, 2015

The Americas Zonal Commission (AZC) is comprised of the current appointed international voting delegates for the Member Associations that are within the America's jurisdiction of the World Curling Federation.

Background

The impetus for establishing the Americas Zonal Commission was born out of the World Curling Federation's move to create zones within the international federation – Americas, Europe, Asia-Pacific. Zonal qualification for championships, governance alignment (e.g.: Vice Presidents from each zone) and fulfillment of best practices with the International Olympic Committee and the general use of commissions, has helped create the AZC to allow for the members within said zone to collaborate, communicate and provide feedback to the World Curling Federation.

Objective

The purpose of the AZC is to:

- Share information and best practices with members from this zone.
- Identify issues and areas of mutual interest or concern which will impact the sport.
- Identify emerging issues or trends which impact the sport.
- Learn about informational items from the World Curling Federation and serve as a consultative stakeholder group if and as needed.

Guiding Principles

The AZC will be guided by the following principles: Trust, Respect and Cooperation: AZC appointed members will treat each other with respect and be receptive to each other's contributions and opinions.

Contribution Based Participation: An effective AZC is comprised of appointed representatives who contribute actively in AZC and related discussions and activities.

Balance and Representation: It is important that discussion, advice and suggestions from the AZC reflect the experience and knowledge of a cross-section of interests of the members represented. The dialogue and member engagement should be advice driven and knowledge based rather than positional based.

Communications and Transparency: There will be transparency throughout discussions and process based on open lines of communication and the provision of timely, accurate, clear and objective information.

Authority Limits of the Commission

The AZC is an advisory and information-sharing collective and do not have any delegated decision-making authority on behalf of the international federation. When considering recommendations or suggestions to put forward, the Commission will try to make recommendations by consensus. Consensus need not be complete agreement, but only that AZC are willing to accept and consent to a recommendation. In reaching a recommendation, no party should feel that their position on the matter was misunderstood or not heard.

Duration / Timelines

The AZC is a continuous commission with no set duration.

The commission will meet face-to-face at least once per year at the WCF Congress and preferably twice per year, subject to WCF sessions and scheduled members meetings. Additionally, the AZC will converse meetings via teleconference call as necessary.

Composition

The AZC is a Standing Commission under the World Curling Federation constitution.

Representatives from each MA countries within the zone

The WCF Vice President of the Americas will serve as Chair of this commission.

The WCF President will be an ex-officio of the commission.

WCF Board member from one of the America's Zone Member Associations.

Observers are welcome, except for sensitive items as determined by a majority of members of the AZC. In these cases, observers will be asked to leave the meeting for this portion of discussions.

With regards the Working Groups:

- Each Working Group will comprise 3-5 members.

Succession Plan

Given the nature of the commission, the succession plan for the appointed members will be left to each respective zonal Member Association as this will vary in accordance with WCF voting representation and appointed changes for each.

Budget Required

Commission members are responsible for their own expenses when attending meetings and/or participating in conference calls or ad hoc committee work.

Reporting Requirements

The commission will have reporting updates to the WCF Board of Directors based on meetings held and any actions, recommendations or feedback for consideration.

The commission will be prepared to update the other zonal commission as applicable.

Any meeting notes taken would remain within the members of the AZC and any report for public consumption must be produced and agreed to by the AZC members before it is distributed beyond the AZC.

Support

The WCF Secretary General will make available staff resources to the committee as needed to complete its mandate including but not limited to a commission note taker.

Consultation with other zonal commissions or WCF Member Associations as applicable.

Resources as assigned to the commission

Meeting space during the WCF Congress and any other face-to-face gathering of the AZC.

Amendments and Review of Terms of Reference

The terms of reference shall be reviewed once a year at the WCF Congress face-to-face AZC commission meeting.