

Terms of Reference

World Curling Governance Commission

Background

The World Curling Governance Commission is a Standing Commission as established by the constitution of World Curling.

Objectives

The objectives of the Governance Commission are to:

- provide advice and assistance to the Board on general governance matters, thereby enabling the Board to maintain a robust and democratic organisation to maximise the potential of curling
- plan Board education and on-boarding 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 Associations and plan governance update presentation for the annual World Curling Congress
- ensure the Board is well-informed on governance best-practices
- regularly review the Constitution and recommend enhancements / updates
- draft, for Board discussion and approval, any new policies as directed by the Board of Directors
- ensure consistent language and phraseology is used in Board and Commission material
- ensure a regular update of the World Curling website after new and amended policies are approved by the Board
- assist in consultation and engagement with Member Associations in the governance of the World Curling
- provide assurance to Member Associations as to the appropriate governance of World Curling

Principles

The structure of the Governance Commission must aim to:

- be efficient and effective
- ensure accountability for recommendations and information presented to Member Associations and the General Assembly
- respect tradition and culture of World Curling and its Members, while embracing progress
- take account of volunteer Board and Member Association capacity
- ensure Member engagement and sustainability
- minimise risks to World Curling, its Member Associations and its people
- encompass today's best business practices
- avoid non-conformance with the Constitution

Authority/Limits of the Commission

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

Duration/Timelines

As a Standing Commission, the Governance Commission has no defined duration or timeline

Composition

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

Succession Planning

- Each non-Board Member shall serve four-year terms. A non-Board Member cannot serve for more than two consecutive four-year terms.
- Terms of non-Board Members may be extended by the Board, if the Commission's workload requires

Budget Required

- The work of this Commission will, primarily, be carried out virtually or via 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 during the Commission's work.

Reporting Requirements

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

Support

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