



Female High Performance Program Delivery Group

Mandate	The Female High Performance Program Delivery Group is responsible to monitor the program and to deliver the program components at the expected level.
Key Duties	The Female High Performance Program Delivery Group will perform the following key duties: <ul style="list-style-type: none">• Organize program delivery components• Maintain program materials inventory• Identify, schedule and monitor instructional personnel• Organize the training of instructional personnel• Assist with guiding local implementation• Attend District events to represent program• Relay operational issues to Program Committee• District workshop operation (if required)• Promotion at district and local level• Communication at the district and local level
Composition	The Female High Performance Program Delivery Group will be composed of: <ul style="list-style-type: none">• Co-Chairs – Female High Performance Coordinator and Staff Resource Person (non-voting)• Committee members will be:<ul style="list-style-type: none">❖ Lower Mainland Female High Performance Coordinator(s)❖ Vancouver Island Female High Performance Coordinator(s)❖ Okanagan Female High Performance Coordinator(s)❖ North Female High Performance Coordinator❖ Kootenay Female High Performance Coordinator(s) <p>It is the responsibility of the Delivery Group Chairs to recommend delivery group members. Members are approved by the Chief Executive Officer. Submissions to the Chief Executive Officer may be required to complete the selection process.</p>



Female High Performance Committee and Program Delivery Group

Authority	The Female High Performance Committee and the Program Delivery Group will exercise their authority in accordance with BC Hockey Bylaws, Regulations and Policies and such additional provisions as set out in the Terms of Reference.
Meetings	The Female High Performance Committee will meet in person at least once per year and via conference call / video conference, as determined by the Committee Chair. The Program Delivery Group will meet via conference call / video conference, as determined by the Committee Chair.
Resources	The Female High Performance Committee and the Program Delivery Group will receive the necessary resources from BC Hockey, to the extent approved in the annual budget, to fulfill its mandate. They will also receive the necessary administrative support from the BC Hockey office.
Reporting	<p>The Female High Performance Committee reports to the Hockey Development Committee through the Female High Performance Coordinator. The Female High Performance Committee will maintain minutes of its meetings and will share minutes with committee members and the Hockey Development Committee.</p> <p>The Program Delivery Group reports to the Female High Performance Coordinator and Chief Executive Officer. The Program Delivery Group will maintain minutes of its meetings and will share minutes with the Program Delivery Group members and the Female High Performance Committee.</p>
Approval & Review	These Terms of Reference were approved by the BC Hockey Board of Directors on May 2, 2015. The Board of Directors will review those Terms of Reference on a regular basis and will recommend revisions, as warranted.
Other	Female High Performance Coordinator Key Duties (Appendix A)