



INTERNATIONAL BOBSLEIGH & SKELETON FEDERATION

General Terms of Reference for appointed IBSF Advisory Committees

Mandate

The mandate of all IBSF Advisory Committees (including Special Committees and Working Groups) is to provide the IBSF Executive Committee (Executive) with expert insight, advice and proposal(s) for resolutions, relating to matters of each Committee's respective area of expertise.

Advisory Committee (Committee) members, regardless of their personal or professional affiliations, shall work objectively and without bias in the best interest of the IBSF, sport, fair play, a safe training and competition environment and sustainability.

Key Duties

The key duties of each Committee shall be determined by the Executive. Duties shall include, but are not limited to:

- Conduct annual reviews of relevant IBSF documentation and technical information, and make recommendations for changes to IBSF Rules, Policies / Procedure and/or Statutes.
- Receive submissions from respective Committees, National Federations and/or the Executive. Submissions must be reviewed, discussed and voted on for approval or rejection before being passed onto the Executive.
- Work in collaboration with other IBSF Committees and external bodies to ensure that recommendations are consistent and in alignment with international norms and IBSF objectives and regulations.
- Follow and study IBSF sport, discuss its future and present to the Executive proposals for its organisation, promotion and further sound development.

Authority / Policy Responsibility

All Committees are appointed as advisory bodies to the Executive and all decisions are subject to the approval of the Executive.

Each Committee when necessary should use the help of outside experts to ensure that the most accurate information and recommendations are made.

Committee Composition & Appointment

Each Committee will be made up of 5 -7 members.



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Candidates for the Committees will be nominated by National Federations or Executive members. The Executive will appoint members from the candidates. The Chairperson of the Committee will be appointed by the Executive.

The term of each member of each Committee shall run until the next quadrennial meeting following the Olympic Winter Games or until his or her successor is appointed.

Special Committees shall automatically be dissolved on the dissolution date agreed when they are created, or, if no such date is established, when dissolved by the Executive.

The Chairperson holds the deciding vote in case of a tie.

Executive members and IBSF staff cannot vote in Committee meetings but should when appropriate sit as advisors to the Committee. An Executive member or staff member can sit as Chairperson of a Committee when appointed but in this case they have no right to vote, and the deciding vote of the Chairperson is void.

Gender equality and geographical representation will be considered when selecting Committee members.

The quorum for a Committee is reached when half of the regular members of the Committee attend the meeting.

To ensure Athlete representation, all Committee meetings (except for the TUE Sub Committee, Positive Case Sub Committee, and Ethics Committee meetings) can be attended by at least one representative from the Athlete Advisory Committee. In this case the Athlete/s are not entitled to vote.

The Chairperson shall serve as the authority through which the findings and recommendations of each Committee are communicated directly to the Executive Committee and/or Secretary General.

The Executive can appoint advisors to a Committee. Advisors are not voting members of the Committee and will only sit with the Committee for the amount of time assigned by the Executive.

Meetings

As a General guideline a Committee should meet once during the season and once after the season but before Congress. However, this is dependent on the needs of the Committee and the expectations of the Executive.

To ensure efficiency the IBSF Office in conjunction with the Committee Chairperson will organize the date and place of meetings.

Conference and/or video calling may be used in order to promote and facilitate regular Committee communications and activity in a timely manner and throughout the year. Such meetings will be at the discretion of the Chairperson and IBSF Office.



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Budgets & Honoraria

Each Committee Chairperson shall submit to the Secretary General, for approval, a proposed budget inclusive of all proposed Committee expenses.

The costs of travel to the IBSF Committee meetings shall be the responsibility of the individual unless explicitly stated. All other costs of the meeting shall be the responsibility of the IBSF.

Reporting

Each Committee will produce a set of Minutes from their meetings. The minutes will clearly say what is to be passed onto the Executive to consider and what is not (outcomes). Reasons should also be given.

Anything that is voted on must have the number of votes for and against noted.

From the date of the meeting the Committee has 10 days in which to produce the minutes, circulate and review them before passing them onto the Executive. In extreme cases this can be shortened to a time frame that is deemed necessary by the Executive.

Minutes will be taken by an appointed secretary from within the Committee, or an individual designated by the Chairperson.

It is the responsibility of the Chairperson to make sure the minutes are distributed by the right time.

All minutes of Committee meeting will be posted on the IBSF Extranet.

Internal & External Communications

The Secretary General, upon receipt of requested rule, policy or procedural changes, additions or deletions shall distribute by email to all respective Committee members such resources at least one week before the Committee meets.

Once an Executive decision has been made with respect to Committee recommendations, the Secretary General shall provide all respective Committee members with a report outlining the rationale behind the decision.

An online repository (accessible through the IBSF website) for Committee communications and reference materials will be provided, with password protection codes provided to all Committee members.

All Committee correspondence to the general IBSF membership shall be submitted to the IBSF Secretary General for distribution as required.



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Evaluation

The Executive shall evaluate the performance of the Committee. The performance of the Committee shall be assessed against the accomplishments of yearly objectives and deliverables

All matters not specified in these regulations will be dealt with by the Executive and the Secretary-General in consultation with the Committee Chairperson concerned.