

# SPECIAL OLYMPICS BC POLICY MANUAL

Section:	<b>ADMINISTRATION</b>
Policy:	<b>Special Olympics BC Athlete Input Council (BC AIC)</b>
Effective Date:	October 2020
Revised:	September 2021
Next Review:	January 2022
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## **Purpose**

The Special Olympics British Columbia Athlete Input Council (BC AIC) represents Special Olympics British Columbia athlete leaders whose goal is to provide athlete representation and an athlete voice at the provincial level. The Council is advisory to the SOBC Leadership Council.

## **Responsibilities**

The BC AIC is a forum for athletes to discuss various topics with each other and the athletes within the region's they represent.

The BC AIC responsibilities include but are not necessarily limited to those noted below:

- To gather feedback on ideas, policies and relevant issues from fellow SOBC athletes.
- To present shared feedback to the BC AIC and SOBC Leadership Council.
- Provide feedback on ideas, policies and relevant issues identified by Special Olympics British Columbia Leadership Council.
- Provide ideas on issues it has identified to SOBC senior leadership.
- Promote the Athlete Leadership Academy within Special Olympics BC.
- Gain leadership training and experience.

## **Accountability**

The BC AIC selects a chair from amongst its members for a three year term, facilitated by a member of the SOBC staff. The BC AIC chair sits as an Athlete Representative on the SOBC Leadership Council during their term as chair.

The BC AIC has a seat at the Leadership Council table where they can present their ideas and feedback on relevant matters and recommendations. The athlete representative (Chair) will report back to the BC AIC about the status of its input. The BC AIC also provides reports to the Canadian Athlete Leadership Council (CALC) representative to be shared at that table.

The BC AIC selects one member to be BC's Athlete Representative on the CALC. This Athlete Representative will be selected from among the current BC AIC members. Once appointed, that region will then select a new Athlete Representative to be a member of the BC AIC.

Selection of the CALC Athlete Representative must include:

- Representative must be 18 years or older.
- Currently registered in Special Olympics and is required to have a minimum of 4 years of experience as a Special Olympics Athlete.
- When possible, selection of the representative will alternate between male and female based on the year prior.

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Each athlete member of the CALC is to have previous leadership experience. This may include, but is not limited to:

- Chapter Board of Directors
- Chapter Athlete leadership council (or similar)
- Leadership experience from another organization or Board

Annually select one member of the BC AIC to sit on the Provincial awards selection committee.

It would be the responsibility of this council to review the Athletic Achievement nominations and recommend the second male or female SOC nominee from those nominations to move forward (based on gender of that year's SOBC award winner)

## **Membership**

- One athlete representative from each Region in the Chapter. This representative must be 18 years or older.
- Currently registered in Special Olympics BC.
- Minimum of 4 years experience as a Special Olympics athlete.
- One member of the SOBC staff, and one second staff to assist as needed.

## **Selection of Athlete Members:**

The members will be nominated from their Region; it will be the responsibility of the BC AIC regional Athlete Representative and Regional Coordinator to gather and present appropriate candidates for nomination of the position.

Each athlete member of the BC AIC is to have previous leadership experience. This may include, but is not limited to:

- Completed an Athlete Input Council (AIC) training along with the SOBC Safe Sport Bullying Awareness workshop within the Athlete Leadership Academy
- Member of their Athlete Input Council or Local Committee as an Athlete Representative
- Comfortable with virtual platforms
- Must be willing to commit and attend 80% of meetings held
- Leadership experience from another organization or Board

\* If a recommended athlete has none of the above experience but is still strongly recommended by their Region, the BC AIC will consider their nomination based on a commitment to completing suggested requirements.\*

## **Requirements**

Athletes appointed to the BC AIC are required to take SOBC AIC related training within their first year of being on the Council. These athletes must be experienced athlete leaders who have developed the ability to participate independently in meetings and on conference calls. All members must have access to email. Some travel may be required.

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## **Mentors**

While every BC AIC member is expected to participate in meetings independently, Regions can choose to appoint a mentor to provide support to their athlete representative. The role of the mentor is to offer assistance and encouragement in logistical planning such as meeting notes, travel details, conference call information, etc. BC AIC members are not required to have a mentor if they and their Region do not feel it is necessary.

## **Meetings and Records**

The BC AIC will meet face-to-face once per year. Additionally, it will also meet five (5) times per year via telephone or video conference. Meeting agenda and supporting background information is distributed to all Council members a minimum of seven (7) days prior to each meeting. A meeting will proceed with a minimum of quorum based on the councils current member numbers.

Whenever possible the Council uses a consensus decision-making approach which includes sharing information and rationales, debating, discussing, consolidating and reaching collective agreement. Decisions taken during telephone or video conference calls will be equally binding to face-to-face meetings.

Council may be required to vote on some issues that cannot be resolved through consensus. In such situations, each BC AIC member, including the Chair, will have one equal vote. Quorum is required for voting purposes. Motions will be lost on a tie vote. Proxy votes will not be permitted but voting via a telephone or video conference connection is permitted.

Proceedings of the meetings will be recorded in a standard format to be agreed upon by the members and will be circulated to all members and to the Leadership Council.

## **Terms of Office**

Each term will last for two (2) years. For the first members of the BC AIC, terms will be staggered with half the members serving a two (2) year term (even numbered Regions) and the remaining members serving a three (3) year term (odd numbered Regions) to create continuity. Should athletes wish to be nominated for a second term, their Region can do so. No athlete can spend more than two (2) consecutive terms on the council and must take at least three years off before being nominated again.

The term duration for the BC AIC Chair is three years, with the term limit as two consecutive terms.

These Terms of Reference are to be reviewed every two years by the Chair of the BC AIC and any recommendations for changes are to be discussed and agreed upon by the voting members of the BC AIC and forwarded to the Leadership Council for approval.