

## Technical Committee Terms of Reference

Version 34.8 – July 15, 2024

**Type of Committee:** Standing committee reporting to the CADS Board of Directors (hereafter referred to as the Board).

**General Purpose:** The committee is responsible for the development and maintenance of the CADS methodologies, technical resources (manual, etc.) and planning of the content for Pre-Course training and CADS Festival education offerings as directed by the Board. The Technical Committee is composed of members who are active in the snowsports industry and have adaptive experience or knowledge of working with people with diverse abilities.

### Key Responsibilities:

- Develop, monitor, and refine the CADS Instructor and Course Conductor training and certification curriculum and all relevant technical resources (manuals, evaluation grids, workbooks, methodologies, technologies, etc.).
- Create training and evaluation opportunities (processes and pathways) for CADS volunteers and instructors, on snow, off snow, and online (including eLearning).
- Monitor developments in the Canadian Ski Instructors Alliance (CSIA), the Professional Ski Instructors of Canada (PSIC), and the Canadian Association of Snowboard Instructors (CASI) as it relates to the CADS teaching environment.

### Committee Composition:

- The committee shall be composed of up to 9 volunteer members drawn from the CADS membership via an application process that is to occur annually.
- The TC shall be led by a Chairperson elected by the TC members and supported by a Secretary and Vice Chairperson also selected by the TC from the TC members.
- The TC Chairperson shall attend the National Board meetings, and once approved annually by the national board, the TC Chairperson will be a full voting member of the board.
- One Level 4 member shall be appointed by the TC chairperson to lead the Level 4 Sub Committee. The Level 4 sub-committee's mandate is to advise on curriculum design.
- The eLearning expert group will advise the TC on learning technology and act as project manager (PM) for delivery of content coordinated with the TC.

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- TC members are selected for a three-year term with a maximum of two consecutive terms, (the TC is empowered to select members for a one-year or two-year term when necessary for committee composition).
- Each year, one third of the members (more if required to fill vacancies) will be selected from interested members via a selection process. The selection committee shall be made up of TC members that are not standing for selection, plus representatives from the Level 4 group and the Board.
- Selection will favor higher levels of adaptive snowsports expertise or certification, and particularly within CADS.
- The TC shall strive for equal representation of skiers, snowboarders, sitskiers, genders and geographic regions (divisions) during the selection process.
- The Technical Committee is empowered to create additional sub-committees to address specific issues or to complete projects and may call on other CADS members or industry experts as required.

### Committee Meetings:

- The committee shall hold monthly meetings for status reports of the various projects and sub-committees.
- If required, the TC shall be empowered to hold additional meetings, as required via teleconference.
- As approved, the TC may recommend to the Board, additional meetings that may require resources to be effective for special projects (aka Face-to-Face) meetings.
- Additional attendees may be invited to attend TC meetings at the committee chair's discretion.
- Quorum is a simple majority.

### Specific Tasks:

- TC members will attend all TC meetings, review all materials, and participate in recommendations and discussions of the TC.
- The TC Chairperson will provide a report at each Board meeting as appropriate, which includes ensuring approved TC meeting minutes are prepared and shared with the Board.
- The TC Chairperson will provide a report to the TC on BOD meetings as appropriate.
- The TC will work with the National Office on development of a TC budget for TC goals and projects to support and align with the CADS Strategic Goals.
- The role of the Level 4 group is to advise and assist the TC.

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- The TC will coordinate with the Level 4 group to ensure accuracy, quality, and consistency of training support, standards, and technical content.
- The TC is empowered to reach out and engage, as required and where feasible, the expertise required to support it in delivering its mandate.
- The TC will support Course Conductors in the delivery of CADS training and certification.
- The TC will support the training and evaluation offerings at the CADS Festival.
- The TC will lead all online content for education and training initiatives such as eLearning modules, webinars, website content, and training and evaluation tools.

Accepted By BOD: James Dicks, BOD member  
Name and Title

July 15, 2024  
Date

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