

CTFI Women's Committee  
**Terms of Reference**

**Purpose Statement**

1. This is a Committee of the Board of Directors that has a mandate to:
  - 1.1. To encourage and support the promotion of women in Taekwon-Do at all levels with a view to implementing the principle of equality of men and women.
  - 1.2. To raise awareness of the need for gender equality.
  - 1.3. To provide an avenue where women can speak out about concerns and identify strategies to foster change in dominant culture.

**Reporting Relationships**

1. The CTFI Women's Committee reports to the CTFI Board of Directors by providing reports to the CTFI board and by communicating any emerging issues to the board.

**Membership**

1. The CTFI Women's Committee is comprised of:
  - 1.1. Chairperson
  - 1.2. 4-6 (Equal representation from East & West)

All committee members participate fully at and between meetings, share expertise and information, are committee "champions" and build networks to support committee work.

**Membership Term**

1. The Committee term is one (2) year term.

**Chairperson**

1. The Chairperson

The CTFI Board will select the Chairperson from a pool of applicants received from its members.

**The Chairperson Responsibilities**

1. Ensure the Committee's goals, objectives and purposes are fulfilled.
2. Conduct and facilitate committee meetings
3. Work with members, set agendas, plan and set meeting dates, prepare reports and adhere to the CTFI guidelines
4. Conduct and facilitate group meetings
5. Prepare an annual report to the CTFI with the development and work that the committee has accomplished
6. Select board members

## **Members**

The committee shall be composed of, when reasonably possible:

1. An athlete, coach, umpire, instructor, student representative
2. Representatives from any of the five regions (1. PE, NL, NS, NB; 2. QC, NU; 3. ON; 4. MB, SK, AB, NT; 5 BC, YT) that wish to participate
3. To help facilitate the function in the duties of the committee.

## **Goals**

1. For Women to be treated equally, according to their abilities
2. To raise awareness of the need for gender equality
3. Identify and address barriers to women's participation within Taekwon-Do
4. Build capacity for women's participation and leadership within the CTFI
5. Promote women's participation and leadership in all levels of the organization
6. Organize events and seminars to promote health and wellness
7. Monitor progress in achieving these goals

## **Objectives**

To be established by elected Chairperson and board