



## Speed Skating Canada Volunteer Job Description Chairperson, Sport Injury and Medical Emergency Committee



The Chairperson of SSC's Sport Injury and Medical Emergency Committee (SIMEC) will work collaboratively with SSC's Director of Leadership Education to ensure the alignment of SIMEC's strategic plan and annual work plans with SSC's strategic priorities and completion of rolling 18 month work plans to be finalised in the fall of each year, providing timelines and deliverables through the two subsequent AGMs.

The term of service for the Chairperson is for two years, with a maximum of two terms.

Specifically, the chairperson will be expected to:

1. Chair all committee meetings;
2. Establish a regular meeting schedule with the Director of Leadership Education and committee members;
3. Ensure meeting minutes are recorded and reviewed;
4. Oversee the development and monitor the implementation of rolling 18 month committee workplans;
5. Monitor progress of SIMEC work towards committee and SSC strategic objectives and facilitate periodic strategic reviews;
6. Represent SIMEC in public forums, to other committees, and with SSC membership, as required;
7. Participate in/attend all activities for SSC Chairpersons
8. Prepare quarterly reports to the Board of Directors;
9. Assist in the recruitment of SIMEC members and periodically poll members;
10. Assist in the development of SSC policy and position papers in areas pertaining to injury prevention, management and response as well as sport safety;
11. Liaise with Task Group Leaders on a regular basis.

Where appropriate and agreed to by members of SIMEC, the Chairperson may delegate specific responsibilities to other members of SIMEC, SSC staff or other individuals as appropriate.

The ideal candidate should have strong communication, leadership and facilitation skills, as they will be working with people who have diverse interests and backgrounds. They should be comfortable and familiar with academic research and/or engineering development processes as well as organizational policy development and renewal. They should have a strong understanding of risk management and sport safety. They should feel at home both in the sporting community as well as in the academic and medical fields. While knowledge and experience within speed skating as well as English/French bilingualism is desirable, these traits are not requirements.

The Chairperson's primary duties will be ensuring the efficient coordination and execution of activities and the implementation of systematic processes; they will not be expected to lead specific projects identified in the committee's work plan. There will however be an expectation to objectively review project proposals as well as serve as a sounding board for Task Group Leaders and SSC Staff. They will be called upon to exercise judgment in ensuring that initiatives being undertaken are consistent with principles of risk management and in line with SSC strategic objectives.

The chairperson should be well organized, timeline oriented, personable, and familiar with SSC processes and not have specific research responsibilities or provincial duties related to sport safety or the management of risk management.