



# Canadian Fencing Federation Policy Document

## Staff and Committee Reports to the Board

### Rationale:

- To ensure that all members of the Board are aware of what has occurred and what is going to occur within the organization.

### Policy

- The Executive Director of the CFF will provide to the CFF Board members a summary report of all key activities performed and key upcoming events or assignments by CFF staff, committees, sub-committees or divisions within 7 days of the last day of each month.
- Staff, committees or divisions are required to provide the Executive Director on a timely basis with reports indicating project progress, key decisions reached and key events happening within the upcoming two months or any other information deemed necessary by the Executive Director to fulfill the monthly reporting requirements.
- The Executive Director on a day to day basis will decide if the Board needs to be notified of any specific operational decisions or implications immediately.
- The Executive Director on a day to day basis will decide if any decision is of a National Scope, such that it affects the CFF as a national organization and if the decision requires CFF Board approval.

### Examples of Upcoming assignments

- Staff participation in meetings
- Team selections – athletes and support personnel (prior to general announcement)
- Coach assignments to projects
- ...

This policy replaces 'Decision Process Standards'

Adopted: CFF Board of Directors, 7<sup>th</sup> March 2010