

**CANADIAN OLYMPIC COMMITTEE  
CHEF DE MISSION  
TERMS OF REFERENCE**

[Approved EC 21/22ix02]

**GENERAL PURPOSE OF THE POSITION**

The Chef de Mission's primary role is to:

- (1) provide overall leadership to the Team
- (2) support and promote the Team by creating an on-site environment for athletes and coaches conducive to achieve optimal performance
- (3) encourage and motivate the COC Mission staff, providing the services to the Team, through creative and innovative leadership thinking AND
- (4) be the spokesperson for the Canadian Team

**TERM**

The term of the Chef de Mission is from the date of endorsement by the Executive Committee, generally two years prior to the Games, through to the final de-brief session and written report to the CEO.

**REPORTING**

The Chef de Mission is appointed by the COC Executive Committee and reports directly to the CEO or, as designated, the Executive Director, Sport.

**SELECTION**

A Committee comprised of the COC President; CEO; Executive Director, Sport; Athlete Representative; Chair, Games Advisory Committee; and the Chef de Mission from the most recent corresponding Games, will select the Chef de Mission, which will then require the endorsement of the Executive Committee. The Selection process will take place a minimum of two years in advance of the Games.

**PRIMARY RESPONSIBILITIES**

1. Represents the Canadian team members and their activities leading up to and during a Major Games.
2. Functions as a member of the Games Planning Team, working closely with the Executive Director, Sport or, as designated, the Director, High Performance and Major Games.
3. Selects the Assistant Chef de Mission, in consultation with the Executive Director, Sport.
4. Participates in the selection process for all mission staff in collaboration with the Assistant Chef de Mission and COC staff members.
5. Assists in the training and orientation for the Games Mission Staff.
6. Liases with various stakeholders, on behalf of the Team, namely:
  - NSFs; athletes; coaches; managers, team officials; Games Organizing Committee; Sport Canada; other multi-sport organizations, High Commission or Consulate office, and other Chefs de Mission from NOCs.
7. Participates as a member of the Issues Management Team dealing with any major issues or crisis situations during the games.
8. Assists in providing relevant and timely information to team members and Mission Staff prior to and during the Games.
9. Represents the Team at Chef de Mission meetings and addresses team concerns with Organizing Committee.
10. Prepares, in conjunction with COC staff, progress reports and a final report for presentation to the COC Board, Executive Committee and Athletes' Council.
11. Performs other duties as required and assigned by the CEO throughout the duration of the organization of the Games and of the Team.