



2024 Skate Canada AGM Standing Committee Report

Standing Committee Name: CEO Operational Review Committee Report

Committee Chair and Members:

- Debra Armstrong (CEO) (required participant)
- Karen Butcher (Chair, CEO Operational Review Committee)
- Glenn Fortin (Chair, Finance and Risk Management Committee)
- Joni McPhail (Chair, Membership Policy Committee)

Committee Mandate Summary:

The Board's direction is set for the Skate Canada Chief Executive Officer (CEO) through the Board's policies and Governance Charter and the CEO. As the one employee of the Board, the CEO is responsible for implementing this direction.

To ensure that efficient communications occur between the Board and the CEO, the Board has established the CEO Operational Review Committee. This Committee facilitates frequent discussions to ensure that Board direction is clear in relation to daily operations and regular information is provided to the Board regarding how its direction is being carried out. Serving as the link between the Board and the CEO, this Committee is also responsible for periodic and annual evaluation of the CEO.

Committee Report:

The CEO Operational Review Committee held regular meetings throughout 2023-2024. Committee work started with a review and update of the CEO Operational Review Committee Terms of Reference; development of the 2023-2024 CEO Operational Review Committee Workplan; and discussion and formalization of the CEO and Organization Performance Objectives. In addition, the CEO Operational Review Committee reviewed and provided input on the Skate Canada Succession Plan. All documents were reviewed and as required, approved by the Skate Canada Board of Directors.

The CEO Operational Review Committee reviewed and confirmed no policy work needed completion in 2023-2024.



Regular discussion, input, and feedback provided to the CEO included topics such as:

- Skate Canada staffing, organization changes, succession planning and Human Resources Program Design
- Safe Sport evolution: types of issues being addressed, information from and feedback to the Office of the Sport Integrity Commissioner
- 2024 World Figure Skating Championships planning and execution
- Review of the Canadian Olympic Commission Report on National Sport Organization Compensation
- Progress on strategic objectives

Thank you to each of the committee members for their contribution and expertise at all the meetings.

Karen Butcher

Karen Butcher
CEO Operational Review Committee Chair