

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

**Approved: 10 February 2013**

**GENERAL PURPOSE OF THE POSITION**

The Chef de Mission's primary roles are to:

- a) Be the official spokesperson for the Canadian Olympic/Pan Am Team;
- b) Motivate and inspire the Team;
- c) Work with the Operational Leads to provide overall leadership to the Team prior to and at Games.

The operational 'heavy lifting' is done by COC professional staff.

**TERM**

The term of the Chef de Mission is from the date of appointment by the COC Board through to the final de-brief session and written report to the Board. The term generally ends at the Session immediately following the Games.

**ACCOUNTABILITY**

The Chef de Mission is accountable to the COC President. The Chef prepares a final written report to the Board.

**SELECTION**

A Committee comprised of the COC President; CEO; Chief Sport Officer (non-voting); Athlete Representative; a Board member appointed by the Board; and the Chef de Mission from the most recent corresponding Games, will select the Chef de Mission. The recommendation requires the endorsement of the COC Board of Directors. The Chef shall normally be appointed by the Board a minimum of two years prior to the Games.

**PRIMARY RESPONSIBILITIES**

1. Provides leadership to support, protect and insulate performance of the Team.
2. Serves as the spokesperson for the Team.
3. Serves as a mentor, supporter and cheerleader for the Team.
4. Selects the Assistant Chef de Mission, in consultation with the Chief Sport Officer and the COC President for approval by the Board.
5. Represents the Canadian team leading up to and during a Major Games.
6. Works with the COC Operational Leads in the preparation of the Canadian Team's participation at Games.
7. Attends key meetings such as:
  - Team Orientation & Preparation Seminar (TOPS);
  - Olympic Excellence Series (OES);
  - Site visit for the Chefs Seminar;
  - Site visit with the COC Executive team;
  - Site visit with operational leads;
  - COC Sessions on occasion, at the request of the President;
  - Board meetings on occasion, at the request of the President.

8. Assists in the training and orientation for the Games Mission Team Members.
9. Builds relationships with all members of the Team.
10. Serves as a member of the Crisis Management Team.
11. Prepares a final report for presentation to the COC Board.
12. Serves on the following committees:
  - Games Advisory Committee (to be chaired by the former Summer Olympic chef);
  - Flagbearer Selection Committee;
  - Future Chef de Mission Selection Committee;
  - Team Selection Committee.
13. Reinforces the vision of one aligned, unified Canadian Team.
14. Provides support and mentorship to incoming Chefs, and assist with other Transfer of Knowledge activities.

## **SUPPORT FOR THE CHEF DE MISSION**

### **The Office of the Chef**

The Chef de Mission is supported by a core team and supporting cast referred to as the “Office of the Chef”:

- Chef de Mission: Leadership, Team spokesperson, Mentoring, Cheerleading, and protecting performance.
- Chief Sport Officer: Leadership within the team, links and aligns the Office of the Chef to the COC leadership.
- Assistant Chef de Mission: Provides support, capacity and assistance to the Chef.
- Director, Games – operational lead for the COI; ensures integration and coordination of all operational aspects of the COC presence at Games, Chef’s designate on all operational matters with the organizing committee.
- Others as agreed to by the core team including Administrative Support.

### **Administrative Support**

The COC will provide a Support Person to help the Chef with their administrative load including such things as scheduling appointments, managing travel, responding to requests etc.