

## Athletes' Advisory Council

### **Job Description for AAC Representatives**

*"To communicate the interests and protect the rights of athletes, in cooperative support of the USOC achieving its mission"*

-- Athletes' Advisory Council Mission Statement --

Athletes' Advisory Council representatives and alternates are elected to 4-year terms by fellow athletes within their respective National Governing Body (NGB), Paralympic Sport Organization (PSO), or High Performance Management Organization (HPMO). The next term of the AAC begins on January 1, 2017.

During a term, an AAC representative is expected to attend all AAC meetings that he or she reasonably can. The AAC conducts 3 meetings a year, generally in January, May, and September. Including travel, meetings most often require a Friday-Sunday time commitment. All necessary expenses for travel, lodging, and food are covered. A representative may be replaced by his or her alternate if the representative fails to attend 3 consecutive AAC meetings for any reason or at least half of scheduled AAC meetings in any two year period during the quadrennium.

A representative's primary objective is to help uphold the AAC's mission as stated above. To do so, representatives will find it helpful to pay attention to all AAC communication, as well as volunteer for and actively engage in occasional task forces, committees, and working groups. Such work often occurs outside of regular AAC meetings via email and teleconference. Representatives will find gaining familiarity with various AAC, USOC, and NGB governing documents imperative to fulfilling their role.

Furthermore, AAC representatives should expect to be actively engaged with their NGB/PSO/HPMO in such ways as maintaining open lines of communication with the executive director, sitting on the governing body's Board of Directors, and being involved in the development of the High Performance Plan and the selection procedures for major championship events. Critically, effective representatives will establish open lines of communication with their NGB's athlete pool, both to disseminate information from the AAC to athletes and to receive athlete issues and concerns to be taken to the AAC.

Individuals wishing to pursue election to the AAC will find much more information about the AAC and a more detailed "Roles and Responsibilities for AAC Reps" document on the AAC website at [www.usathlete.org](http://www.usathlete.org). You can also access the AAC website via the USOC website under Athletes > Athlete Resources.

## USOC AAC Representative and Alternate Election Process

- USOC AAC Bylaws require that all AAC election procedures be reviewed and approved by the USOC AAC before the AAC NGB elections take place.
- An athlete must have represented the United States in the Olympic Games, Paralympic Games, Pan American Games, Parapan American Games, or other Operation Gold designated competition within the preceding ten years as measured from the start of the quadrennium (Jan 1, 2017) to be a member of the AAC.
- An athlete may only represent an NGB, PSO, or HPMO as the primary representative for two terms.
- Athletes cannot be paid employees of the USOC, NGB, PSO, or HPMO and simultaneously serve on the AAC.
- The representative and alternate must be of the opposite sexes in a sport in which men's and women's teams are represented by a single NGB.
- Only athletes eligible to run for the AAC position are eligible to vote for the AAC position.
- Elections must be concluded by the end of the quadrennium.
- The process by which athletes are placed on the ballots must be clearly enumerated and published to the athlete pool.
- How elections are to be conducted; including but not limited to the manner of voting, identification of the voting pool, identification of the NGB/PSO/HPMO representative responsible for the administration of the election, and a specific delineation of the timeframe between nominations and elections.
- AAC election Grievance Procedures must be published and available to the athletes.
- All approved procedures must be codified in the AAC documents of the NGB/PSO/HPMO.

## USA FENCING USOC ATHLETES' ADVISORY COUNCIL REPRESENTATIVE & ALTERNATE NOMINATION & ELECTION PROCESS

- By September 15, USA Fencing staff will provide a list of athletes eligible to run for the USA Fencing Athletes' Advisory Council. The list will be reviewed for accuracy.
- Athletes eligible to run and vote in the election will be asked to submit nominations to USA Fencing staff no later than October 1. USA Fencing staff will confirm those athletes nominated wish to run.
- Nominated athletes will be given the opportunity to submit a Letter of Interest to be included in election materials. Letter of Interest must be submitted to USA Fencing staff no later than October 10.
- The election will be conducted using an electronic voting system selected by USA Fencing staff.
- The election will open on October 17 and close on October 21.
- The athlete with the most votes will be named the AAC representative. The athlete of the opposite gender with the most votes will be named the AAC Alternate. Should a tie occur, USA Fencing staff will conduct a run-off.
- The USOC AAC Representative and Alternate will serve as Athlete Representatives to the USA Fencing Board of Directors for the duration of their AAC terms. Should the USOC AAC Representative be elected to a USOC AAC Leadership position, the procedures for replacement (below) will be used.

### Procedures for replacement

- If the AAC Representative is unable to complete the term, the AAC Alternate will replace the AAC Representative for the remainder of the term.
- The athlete of the opposite gender of the newly appointed AAC Representative with the most votes in the original AAC election will be appointed as the AAC Alternate for the remainder of the term. Should this person decline, the USA Fencing Athletes' Council will make an appointment.
- Any replacements will also serve as Athlete Representative to the USA Fencing Board of Directors as applicable.