



Policy Name COMMITTEE POLICIES AND PROCEDURES		Date of Approval June 26, 2023	Activation Date July 1, 2023
<i>Approved By</i> Board of Directors	<i>Linking To</i> 1. Board of Directors Policies 2. Applicable Technical Manuals		<i>Replacing Previous Version</i> October 2017
<i>Review Cycle</i> Reviewed annually by the Governance and Technical Committees with recommendations to the Board of Directors			

Table of Contents

1.0 ESTABLISHMENT OF COMMITTEES	1
1.1 STANDING COMMITTEES.....	1
1.1.1 <i>Committees of the Board</i>	1
1.1.2 <i>Advisory and Technical Committees</i>	1
1.1.3 <i>Sub-Committees</i>	1
1.1.4 <i>Terms of Reference</i>	1
1.2 AD HOC COMMITTEES.....	1
2.0 COMMITTEE PROCEDURES, CONFIDENTIALITY AND CONDUCT	2
2.1 COMMITTEES OF THE BOARD	2
2.2 OTHER STANDING COMMITTEES AND AD HOC COMMITTEES	2
3.0 FUNCTIONING OF COMMITTEES	2
3.1 COMMITTEE MEETINGS.....	2
4.0 APPOINTMENTS TO COMMITTEES	3
4.1 COMMITTEES OF THE BOARD	3
4.2 ADVISORY AND TECHNICAL COMMITTEES	3
4.3 SUB-COMMITTEES.....	3
4.4 AD HOC COMMITTEES.....	3
5.0 COMMITTEE AUTHORITY	4
5.1 COMMITTEES OF THE BOARD AND THEIR SUB-COMMITTEES.....	4
5.2 ADVISORY AND TECHNICAL COMMITTEES AND THEIR SUB-COMMITTEES	4
5.3 AD HOC COMMITTEES.....	4
6.0 GYMBC STAFF AND COMMITTEES.....	4
7.0 COMMITTEE TERMS OF REFERENCE	4
7.1 COMMITTEES OF THE BOARD	4
7.1.1 <i>Finance and Audit Committee</i>	4
7.1.1.1 Purpose	4
7.1.1.2 Composition	4
7.1.1.3 Roles and Responsibilities	4
7.1.1.4 Accountability	5
7.1.2 <i>Personnel Committee</i>	5
7.1.2.1 Purpose	5
7.1.2.2 Composition	5
7.1.2.3 Roles and Responsibilities	5
7.1.2.4 Accountability	5



7.1.3 Governance and Board Development Committee	5
7.1.3.1 Purpose	5
7.1.3.2 Composition	6
7.1.3.3 Roles & Responsibilities	6
7.1.3.4 Accountability	6
7.1.4 Awards Committee	6
7.1.4.1 Purpose	6
7.1.4.2 Composition	6
7.1.4.3 Roles and Responsibilities	6
7.1.5.4 Accountability	7
7.2 ADVISORY COMMITTEES	7
7.2.1 Zone Committees	7
7.2.1.1 Purpose	7
7.2.1.2 Composition	7
7.2.1.3 Roles & Responsibilities	7
7.2.1.3 Accountability	8
7.3 TECHNICAL COMMITTEES	8
7.3.1 All Technical Committees	8
7.3.1.1 Purpose	8
7.3.1.2 Authority for Decisions in Technical Programs	8
7.3.1.3 Technical Chairs	8
7.3.1.4 Technical Leadership Working Group	8
7.3.1.5 GymBC Staff Roles with all Technical Committees	8
7.3.2 Women's Artistic Gymnastics (WAG) Technical Committee (WTC)	9
7.3.3 Men's Artistic Gymnastics (MAG) Technical Committee (MTC)	9
7.3.4 Trampoline Gymnastics (TG) Technical Committee (TGTC)	9
7.3.5 Gymnastics for All (GFA) Committee (GFAC)	9



1.0 Establishment of Committees

1.1 *Standing Committees*

The Board of Directors may, at its discretion and by resolution at a Board meeting, create a Standing Committee to provide input or manage specific pieces of business or programming effectively and efficiently. Standing Committees are permanent, ongoing functional committees of the Society, and are responsible to the Board of Directors.

1.1.1 Committees of the Board

Committees of the Board help to provide focus and expertise to specific areas of Board work within the parameters of authority and accountability as noted in their Terms of Reference.

The Committees of the Board are:

- a. Finance and Audit
- b. Personnel
- c. Governance & Board Development
- d. Awards

1.1.2 Advisory and Technical Committees

Additional Standing Committees have advisory and technical leadership responsibilities, with authority and accountability as noted in their Terms of Reference.

Advisory and Technical Committees are:

- a. Zone Committees
- b. Women's Artistic Gymnastics Technical Committee (WAG)
- c. Men's Artistic Gymnastics Technical Committee (MAG)
- d. Trampoline Gymnastics Technical Committee (TG)
- e. Gymnastics For All Committee (GFA)

1.1.3 Sub-Committees

A Standing Committee may have one or more sub-committees to manage specific components under its jurisdiction. Each sub-committee has its own Terms of Reference.

Establishment of a sub-committee must be approved by the Board. The sub-committee reports to its applicable Standing Committee.

1.1.4 Terms of Reference

Every Standing Committee or sub-committee shall have Terms of Reference developed and approved by the Board prior to committee appointments being made.

1.2 *Ad Hoc Committees*

The Board Chair or Technical Committee Chair has the authority to create ad hoc committees as required to address specific matters. A Terms of Reference will be developed by the CEO or Technical Director (if a Technical Committee) prior to Ad Hoc Committee appointments.



2.0 Committee Procedures, Confidentiality and Conduct

2.1 *Committees of the Board*

- a. Committees of the Board are held to the same standards of confidentiality and conflict of interest as any business, discussion or deliberation of the Board as a whole.
- b. If warranted by discussion items, the Committee may invite another Director or a member of staff to attend all or portions of a committee meeting.
- c. The Board may approve the use of external advisors for a Committee of the Board.

2.2 *Other Standing Committees and Ad Hoc Committees*

- a. Committee members and advisors shall maintain the confidentiality and privacy of all deliberations, and of records, materials and information that are not generally available to Society members or the public.
- b. Committee Members will be asked to sign Conflict of Interest Disclosures pertinent to their committee appointment.
- c. Advisory and Technical Committees or Ad Hoc Committee that do not have a Director as a committee member may have a Board liaison appointed by the Chair, who may attend any or all committee meetings in a non-voting capacity.
- d. A Committee may obtain the advice and counsel of external advisors, providing the Board has approved the involvement and any cost of engagement of such advisors.
- e. If warranted by discussion items, and if the staff person is not already appointed to the Committee, the Committee may invite a staff member to attend all or portions of a committee meeting.
- f. Committees may invite members of the Society to attend portions of a meeting if they can provide special expertise to an agenda topic. Attendance is restricted to the applicable portion of the meeting and invitees are not privy to committee decisions or recommendations until the decision or recommendation is available to all members.

3.0 Functioning of Committees

3.1 *Committee Meetings*

All Committees will function in accordance with the Bylaws of the Society, the Societies Act of BC and Roberts Rules of Order (current edition), with specifics noted below.

- a. Voting members for all committees will be expected to attend all scheduled meetings. Extenuating circumstances will be taken into consideration.
- b. Committee decisions will be reached by consensus or by simple majority
- c. Committee Chairs can vote on any motion being considered by the committee
- d. Meetings can be held in person, by teleconference or through other electronic means, provided that all committee members have full audio access to the meeting.
- e. A quorum is a simple majority of committee members appointed at the time of the meeting.
- f. If the Chair is not able to attend the meeting, the Committee shall appointment a Chair for the meeting from amongst the committee members present.
- g. A committee member shall be appointed as recording secretary for each meeting, with draft



Minutes being circulated within 10 days of the meeting.

- h. Standing and Ad Hoc Committee Meeting Minutes will be distributed to all Committee Members, the CEO, applicable Technical Staff and Directors.

4.0 Appointments to Committees

4.1 Committees of the Board

- a. Directors may be designated by their position to sit on a specific committee or committees, or may be appointed by the Chair for one year.
- b. Directors can be re-appointed to committees.

4.2 Advisory and Technical Committees

- a. Advisory and Technical committee members are appointed in accordance with the committee's Terms of Reference.
- b. Committee members can be re-appointed in accordance with the Terms of Reference for that committee.

4.3 Sub-Committees

- a. Potential sub-committee members can be identified through a call for applications from the membership, or specifically recruited. Members are appointed by Board Chair for Committees of the Board, or by the Advisory or Programming Chair of the applicable committee.
- b. The Standing Committee Chair will name the sub-committee chair from amongst sub-committee members.

4.4 Ad Hoc Committees

- a. The Board Chair may conduct a call for interested candidates from the membership and / or recruit specific members.
- b. To meet the need for any specific expertise, candidates may be recruited from outside the Gymnastics BC membership.
- c. The Board Chair shall appoint all members within 30 days of the formation of the committee and shall name the Chair of the Committee.
- d. The Board Chair shall fill vacancies by appointment as necessary during the lifespan of the committee.
- e. Ad Hoc Committees established by an Advisory or Technical Committee will follow these policies with the Advisory or Technical Committee chair conducting a call for interest and appointing Ad Hoc Committee members.
- f. All appointments shall be for the duration of the tasks assigned to the committee.



5.0 Committee Authority

5.1 *Committees of the Board and Their Sub-committees*

These committees have no authority in excess of that assigned by the Board. The Committees will make recommendations to the Board of Directors.

5.2 *Advisory and Technical Committees and Their Sub-Committees*

Advisory and Technical Committees and their sub-committees work within the current Gymnastics BC Strategic and Operational Plan parameters, and within approved annual budget levels. Committees have no authority in excess of that assigned in their approved Terms of Reference.

5.3 *Ad Hoc Committees*

Ad Hoc Committees have no authority independent of that specified in the Terms of Reference for the Committee.

6.0 GymBC Staff and Committees

If a Director wishes to apply for a staff position, he or she must inform the Chair in confidence before proceeding with the application.

If a Director successfully applies for a staff position, he or she must resign from the GymBC Board before accepting a staff position.

7.0 Committee Terms of Reference

7.1 *Committees of the Board*

7.1.1 Finance and Audit Committee

7.1.1.1 Purpose

The Finance and Audit Committee is responsible for the effective fiscal accountability and financial management of the organization.

7.1.1.2 Composition

Committee Chair: Director of Finance
Committee Members: Board Chair
Board Vice Chair
GymBC CEO
Any other such members deemed necessary by the Chair

7.1.1.3 Roles and Responsibilities

The Committee will fulfill its mandate by working closely with the staff through the CEO to:

- a. oversee the preparation of the GymBC annual budget;
- b. approve the annual budget to be presented to the Board;
- c. review quarterly financial statements;



- d. review the audited statements of the Society to be approved by the Board and presented to the Annual General Meeting;
- e. review, update or develop policies related to contracts from public or private resources;
- f. ensure the fulfillment of GymBC's financial obligations.

7.1.1.4 Accountability

The committee shall meet quarterly to review the financial statements, and more frequently as may be required for personnel business.

The committee is accountable to the Board of Directors and shall report at each Board meeting.

7.1.2 Personnel Committee

7.1.2.1 Purpose

The Personnel Committee is responsible for the selection and appointment of the CEO of the organization. The committee also offers administrative guidance to the CEO in the areas of staffing, benefits and compensation.

7.1.2.2 Composition

Committee Chair: Board Chair
Committee Members: Board Vice Chair
Director Finance
GymBC CEO
Any other such members deemed necessary by the Chair

7.1.2.3 Roles and Responsibilities

The Committee will fulfill its mandate by:

- a. conducting the selection process and recommending the appointment of the CEO to the Board;
- b. reviewing and evaluating the CEO's performance in March each year, based on agreed upon objectives and indicators;
- c. making recommendations to the Board regarding CEO status and compensation;
- d. receiving CEO's recommendations regarding staff compensation and alterations in employment benefits or personnel policies;
- e. if requested, participating in a staff hiring process.

7.1.2.4 Accountability

The committee shall meet at least once per year and more often as may be required to fulfill its responsibilities.

The committee is accountable to the Board of Directors and shall report as necessary at Board meetings.

7.1.3 Governance and Board Development Committee

7.1.3.1 Purpose

The Governance Committee is responsible for governance, policy, board development and succession planning recommendations. The Committee will utilize best governance practices in a clear,



consistent manner to ensure compliance with legal requirements and due diligence by the Board.

7.1.3.2 Composition

Committee Chair: Board Chair
Committee Members: Board Vice Chair
A Technical Committee Chair
GymBC CEO
Any other such members deemed necessary by the Chair

7.1.3.3 Roles & Responsibilities

The Committee will fulfill its mandate by working closely with the CEO to:

- a. annually review the Constitution and Bylaws of the Society and recommend revisions as necessary;
- b. annually review operational policies and procedures of the Society and recommend revisions as necessary;
- c. keep the Board apprised of strong organizational practices and good governance attributes;
- d. oversee risk management responsibilities;
- e. recommend the Assistant Privacy Officer to the Board;
- f. ensure that appropriate Board Development activities takes place annually;
- g. develop and maintain a Board Succession Planning initiative to ensure that the Board has the skill set, knowledge and expertise to provide strong leadership and clear strategic direction

7.1.3.4 Accountability

The committee will meet at least twice per year, with one meeting occurring at least six months prior to the AGM to discuss Board succession and Director recruitment.

The committee is accountable to the Board of Directors and shall report at each Board meeting.

7.1.4 Awards Committee

7.1.4.1 Purpose

The Awards Committee leads GymBC's efforts to recognize the contributions of GymBC members. The committee will oversee the nomination and selection process for all GymBC and external awards.

7.1.4.2 Composition

Committee Chair: Committee Chair appointed by the Board Chair
Committee Members: Any two other Directors

7.1.4.3 Roles and Responsibilities

The Committee will fulfill its mandate by working closely with the CEO and the Director of Marketing and Communications to:

- a. Oversee the selection process for the GymBC annual awards
- b. Liaise with GymBC Technical Committees to receive their technical award recipients
- c. Assist in the planning and execution of the annual awards banquet
- d. Oversee the selection process for all external award nominations
- e. Revise and update nomination criteria as required



- f. Create and implement new GymBC awards as required

7.1.5.4 Accountability

The committee meets at least twice per year and is accountable to the Board of Directors.

7.2 Advisory Committees

7.2.1 Zone Committees

7.2.1.1 Purpose

Under the umbrella of GymBC programs, services and opportunities, Zones Committees provide local leadership and set strategic priorities for the growth of gymnastics in each zone.

7.2.1.2 Composition

Each zone may determine the number of members that are part of their zone committee. The committee may include a Chair, Secretary, Treasurer, Zone Judging Chair, Zone Regional Coach, Competition and Award Coordinator and club representatives.

7.2.1.3 Roles & Responsibilities

Each zone is responsible for the development and implementation of a 3 to 4-year Strategic Plan. The plan should align with the GymBC Strategic Plan as appropriate for the benefit of the sport and participants.

The Zone Plan should be monitored and reviewed annually.

Zone Strategic Plans should include reference to each of the following areas:

- a. Recreation and Education
 - i. Clinics especially suited for Recreational gymnastics (Active Start, Special Needs, School Programs)
 - ii. Organization of a regional Gymnaestrada
- b. Leadership and Human Resources
 - i. Requests to GymBC staff for courses / clinics in Coaching and Judging Education
 - ii. Requests to GymBC staff for courses / information on the “Business of Gymnastics”
 - iii. Requests to GymBC staff for Risk Management Seminars
 - iv. Provide Grants to coaches, administrators, judges or athletes to attend GymBC Congress or other provincial activities such as training camps
- c. Competition and Performance
 - i. Hosting or designate a zone meet to produce zone results for advancement
 - ii. Bidding timing and process to host a provincial event
 - iii. Draw up a policy for BC Winter Games (needed every 2 years) and BC Championships for the WAG P2 category
 - iv. Incorporation of all gymnastics disciplines programs
 - v. Linking with the appropriate viaSport Regional Alliance Centre in the zone
- d. Governance, Finance and Strategy
 - i. Review budget and zone fees



- ii. Review of the appropriate sections in the GymBC Policies
 - iii. Establish funding for coaches, judges, administrators and athletes to attend training camps, meets, BC Championships or other events that will help further their development
- e. Marketing and Communications
- i. Media Plan: use of media (print, radio, TV) by clubs to promote the zone's activities
 - ii. Use of the GymBC Website and publications to promote the zone's activities and athletes.

7.2.1.3 Accountability

Each Zone Committee is accountable to their zone clubs and members. Zone Committees should also work closely with GymBC and appropriately use services, benefits and GymBC expertise to advance their zone programs.

7.3 Technical Committees

7.3.1 All Technical Committees

7.3.1.1 Purpose

The Technical Committees provide GymBC with the technical expertise and representation to help build strong athlete and sport development.

7.3.1.2 Authority for Decisions in Technical Programs

Within the governance system of GymBC, the Board of Directors is responsible for all association policy decisions unless specifically delegated to a particular committee in their Terms of Reference.

The Rules and Regulations of each technical program are the responsibility of the applicable Technical Committee unless delegated to a staff member in their job description.

Technical and program manuals will clearly designate "Policy" information and "Rules and Regulations" to ensure clarity for authority and accountability.

7.3.1.3 Technical Chairs

Upon election by their respective Technical Assembly of each year, the chair of each committee will be ratified by the GymBC Board of Directors at their next scheduled meeting. In accordance with Bylaw 7.4(c), the Chairs of each Technical Committee serve as members of the GymBC Board of Directors for the duration of their time as Chair of their respective technical committee.

A slate of all GymBC elected and appointed Board members will be presented and ratified by GymBC membership at the Annual General Meeting.

7.3.1.4 Technical Leadership Working Group

The Technical Leadership Working Group (TLWG) supports the collaboration of the four (4) technical committees to ensure that areas of common interest and programming efforts can be coordinated where possible.

7.3.1.5 GymBC Staff Roles with all Technical Committees

The Technical Coordinators support the Technical Committees through supervision of committee work, and provide leadership in the development, monitoring and evaluation of GymBC programs.



7.3.2 Women's Artistic Gymnastics (WAG) Technical Committee (WTC)

See [Technical Committee\(s\) Framework & Terms of Reference](#)

7.3.3 Men's Artistic Gymnastics (MAG) Technical Committee (MTC)

See [Technical Committee\(s\) Framework & Terms of Reference](#)

7.3.4 Trampoline Gymnastics (TG) Technical Committee (TGTC)

See [Technical Committee\(s\) Framework & Terms of Reference](#)

7.3.5 Gymnastics for All (GFA) Committee (GFAC)

See [Technical Committee\(s\) Framework & Terms of Reference](#)