



Appointed Director-at-Large (Volunteer Position)

Background

Since 1969, Gymnastics BC (GymBC) has been a provincial leader in promoting, developing, and delivering positive and diverse gymnastics experiences for province-wide participation at all levels.

Governance of GymBC is driven by the Board of Directors. The Board consists of 6 Director-at-Large positions (4 elected and 2 appointed), and 4 Technical Committee Chairs (WAG, MAG, TG and GFA). As a member of the GymBC Board of Directors, you will contribute to the work of committees that support the operations of the Association, and you will help establish policies that guide the safe and effective delivery of gymnastics programs in BC.

The Board of Directors is recruiting for two volunteer Director(s)-at-Large, including a Director of Finance. These individuals will help to shape the future of GymBC, and gymnastics in our province for years to come.

About the Roles

The Director-at-Large positions are appointed for a one-year term. Their role on the Board will be determined by their professional skills and expertise, experience and interest. The Director of Finance will have additional responsibilities, please see details below.

Director of Finance - Additional Responsibilities

- a) managing the Board's review of and action related to its financial responsibilities;
- b) working closely with the CEO and staff to develop financial policies and procedures, as well as ensure sound management and maximization of cash and investments;
- c) chairing the Finance and Audit Committee;
- d) acting as a member of the Personnel Committee;
- e) ensuring Board review of financial policies and procedures;
- f) presenting quarterly results and forecast at Board meetings;
- g) meeting with auditors to discuss draft audited financial statements, discuss findings and any concerns;
- h) presenting the audited statements of GymBC to the members at the AGM;
- i) presenting the annual budget to the Board for approval;
- j) co-signing cheques as a representative of the Board, as required.

Time Required

The GymBC Board of Directors meets a minimum of 4 times and a maximum of 6 times each year, in addition to the Annual General Meeting (AGM). Some meetings may be held in-person but others may be held virtually. This position requires around 2-6 hours of work per month, with some flexibility.

Additionally, the Finance Committee meets quarterly.

Application Details

Before submitting an application, please ensure that you qualify with the following requirements:

- a. Be at least 18-years of age;
- b. Not be an employee of Gymnastics BC;
- c. Not have been found by any court, in Canada or elsewhere, to be incapable of managing their own affairs;
- d. Not be an undischarged bankrupt;
- e. Not have been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted;
- f. Agree to fulfill the requirements and responsibilities of their position and abide by the Societies Act, the Society's Bylaws and all related policies.

In your cover letter and resume, please include the following information:

- a. Your background (within or outside of gymnastics);
- b. Qualifications and experience (ex. education, training, employment history, knowledge of non-profits etc.)
- c. Previous experience working on a Board of Directors? What was your role? If known, what was the board structure (e.g. Operational or Policy Board)?
- d. Your reasons for applying for a board position.

If you wish to be considered for an Appointed Director-at-Large position, please complete the [2024-25 GymBC Board of Directors Application Form](#), no later than **11:59 p.m. on Sunday, October 27, 2024**.

Any questions can be directed to GymBC's CEO – ceo@gymbc.org.