



<b>Policy Name</b> <b>COMMITTEE POLICIES AND PROCEDURES</b>		<b>Date of Approval</b> <b>October 13, 2017</b>	<b>Activation Date</b> <b>October 13, 2017</b>
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## 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.



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## **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.



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## 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. Any member missing three (3) meetings will lose his / her voting privileges. 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



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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 GBC 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.



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If a Director successfully applies for a staff position, he or she must resign from the GBC 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  
GBC 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 GBC 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 GBC'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





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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  
GBC 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  
GBC CEO  
Any other such members deemed necessary by the Chair



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### **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 GBC's efforts to recognize the contributions of GBC members. The committee will oversee the nomination and selection process for all GBC 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 GBC annual awards
- b. Liaise with GBC 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 GBC awards as required



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#### **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 GBC 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 GBC 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 GBC staff for courses / clinics in Coaching and Judging Education
  - ii. Requests to GBC staff for courses / information on the "Business of Gymnastics"
  - iii. Requests to GBC staff for Risk Management Seminars
  - iv. Provide Grants to coaches, administrators, judges or athletes to attend GBC 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



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- 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 GBC 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 GBC 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 GBC and appropriately use services, benefits and GBC 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 GBC 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 GBC, the Board of Directors is responsible for all association policy decisions unless specifically delegated to a particular committee in their Terms of Reference. Technical program policies must be approved by the Board before implementation.

Recommendations to add, revise or delete policies may be made by a Technical Committee at any time to the Board, with an accompanying rationale and suggested effective date.

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.



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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 in April of each year, the chair of each committee will be ratified by the GBC 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 GBC Board of Directors for the duration of their time as Chair of their respective technical committee.

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

### **7.3.1.4 The Joint Technical Committee**

The Joint Technical Committee is a committee of GBC technical staff chaired by the GBC Technical Director and providing unified services to the high performance program. The discipline Technical Committees (WTC, MTC, TGTC) contribute to the Joint Technical Committee through the applicable staff person.

### **7.3.1.5 GBC Staff Roles with all Technical Committees**

The GBC Technical Director is responsible for overall technical oversight and ensuring program excellence for Gymnastics BC. The Technical Director and Technical Coordinators support the Technical Committees through supervision of committee work, and provide leadership in the development, monitoring and evaluation of GBC programs.

## **7.3.2 Women’s Artistic Gymnastics (WAG) Technical Committee (WTC)**

### **7.3.2.1 Composition**

The WTC is composed of 7 voting members and up to 4 non-voting members.

#### Voting Members

- Chair; the Chair is also a member of the GBC Board of Directors
- Provincial Judging Chair
- Up to 6 Members-at-Large
- No more than 2 people from any one club can be voting members of the committee

#### Non-Voting Members

- Past Chair (not elected / non-voting)
- GBC Technical Director
- GBC WAG Technical Coordinator
- GBC Provincial Coach

### **7.3.2.2 Attendance Policy**



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Voting members for all committees will be expected to attend all scheduled meetings. Any member missing three (3) meetings will lose his / her voting privileges. Extenuating circumstances will be taken into consideration.

### **7.3.2.3 Vote and Quorum**

Each voting member has one vote. All motions will be decided by majority vote. The quorum is 50% of voting members.

### **7.3.2.4 Duties of the WTC**

Ensuring consistency and compliance with the Gymnastics BC Strategic Plan, the WTC will determine and implement the goals and objectives for the development of women's artistic gymnastics in BC:

- a. adopt and make sure the technical policies are respected;
- b. monitor, regulate and evaluate all activities related to the women's program;
- c. work within the budget approved by the Board;
- d. report all decisions made by the WTC to the GBC Board of Directors and the WAG Technical Assembly;
- e. present all policy changes to the GBC Board for ratification prior to implementation;
- f. adhere to all policies and procedures of GBC;
- g. assist the GBC staff as necessary;
- h. make sure that the decision process and a line of communication are established, respected and maintained;
- i. approve members of Team BC, within the scope of the selection criteria;
- j. through the Chair, create ad-hoc committees for special projects;
- k. hold at least five (5) meetings per year;
- l. promote sound risk management practices.

### **7.3.2.5 GBC WAG Technical Assembly**

The GBC WAG Technical Assembly will provide feedback regarding the general direction of the program for the following years. The WTC will consider the motions and discussions during the assembly to determine annual WAG calendar and policy, however the WTC is not bound by those motions.

### **7.3.2.6 Elections**

Members of the WTC are elected at the GBC WAG Technical Assembly by all GBC Full Member Clubs in attendance (1 vote per club), except for the Judging Chair who is elected at the Judging AGM. GBC staff members serve for the length of their time in the applicable position.

The WTC Chair and Judging Chair are elected on even numbered years for a 2-year term. All other members are elected for a 1-year term.



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

#### **7.3.3.1 Composition of the Committee**

The MTC is composed of 7 voting members and up to 3 non-voting members.

##### Voting Members:

- Chair: the Chair is also a member of the GBC Board of Directors
- Provincial Judging Chair
- Provincial Coaching Chair
- 1 Athlete Rep Member-at-Large: representing the athletes
- 3 Members-at-Large

##### Non-voting Members:

- GBC Technical Director
- GBC MAG Technical Coordinator
- GBC Provincial Coach

#### **7.3.3.2 Attendance Policy**

Voting members for all committees will be expected to attend all scheduled meetings. Any member missing three (3) meetings will lose his / her voting privileges. Extenuating circumstances will be taken into consideration.

#### **7.3.3.3 Vote and Quorum**

Each voting member has one vote. All motions will be decided by majority vote. The quorum is 50% of voting members

#### **7.3.3.4 Duties of the MTC**

- a. determine and implement the goals and objectives for the development of men's gymnastics in BC;
- b. adopt and make sure that the technical policies are respected;
- c. monitor, regulate and evaluate all activities related to the men's program;
- d. work within the budget approved by the Board;
- e. report all decisions made by the MTC to the GBC Board of Directors and the MAG Technical Assembly;
- f. present all policy changes to the GBC Board for ratification prior to implementation;
- g. adhere to all policies and procedures of GBC;
- h. assist the GBC staff as necessary;
- i. make sure that the decision process and a line of communication are established, respected and maintained;
- j. approve members of Team BC, within the scope of the selection criteria;
- k. through the Chair, create ad-hoc committees for special projects;
- l. hold at least five (5) meetings per year;
- m. promote sound Risk Management practices



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### **7.3.3.4 GBC MAG Technical Assembly**

The GBC MAG Technical Assembly (Annual Coaches' / Judges' Meeting) will provide feedback regarding the general direction of the program for the following years. The MTC will consider the motions and discussions during the assembly to determine the annual MAG calendar and policy, however the MTC is not bound by those motions.

### **7.3.3.5 Elections**

Members of the MTC are elected at the GBC MAG Assembly, by all GBC Full Member Clubs in attendance (1 vote per club). GBC staff members serve for the length of their time in the applicable position.

The MTC Chair and Judging Chair are elected on odd numbered years for a 2-year term. The Coaching Chair is elected on even numbered years for a 2-year term. All other members are elected for a 1-year term.

### **7.3.4 Trampoline Gymnastics (TG) Technical Committee (TGTC)**

#### **7.3.4.1 Composition of the Committee**

The TGTC is composed of 6 or more voting, and 2 non-voting members.

##### Voting Members

- Chair; the Chair is also a member of the GBC Board of Directors
- Coaching Chair
- Judging Chair
- Athlete Representative (must be 16 years or older by Dec 31 of the year elected)
- Members at Large (minimum of 2 or determined by the TG)
- Past Chair (1-year term - non elected)

##### Non Voting Members

- GBC Technical Director
- GBC TG Program Coordinator

#### **7.3.4.2 Attendance Policy**

Voting members for all committees will be expected to attend all scheduled meetings.

Any

member missing three (3) meetings will lose his / her voting privileges. Extenuating circumstances will be taken into consideration.

#### **7.3.4.3 Voting and Quorum**

Each voting member has one vote. All motions will be decided by majority vote. The quorum is 50% of voting members.

#### **7.3.4.4 Duties of the TGTC**

- a. determine and implement the goals and objectives for the development of Trampoline Gymnastics in BC;
- b. report all decisions made by the TGTC to the GBC Board of Directors and the TG Technical Assembly;





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- c. present all policy changes to the GBC Board for ratification prior to implementation;
  - d. adhere to all policies and procedures of GBC;
  - e. adopt and make sure that technical policies are respected;
  - f. monitor, regulate and evaluate all activities related to the TG programs;
  - g. work within the budget approved by the Board;
  - h. assist the GBC staff as necessary;
  - i. make sure that the decision process and line of communication are established, respected and maintained;
  - j. approve members of BC Teams, within the context of the selection criteria;
  - k. through the Chair, create ad-hoc committees for special projects;
  - l. hold at least 5 meetings per year;
  - m. promote sound risk management practices.

#### **7.3.4.5 GBC TG Assembly**

The GBC TG Technical Assembly will provide the general direction of the program for the following year. The TGTC will consider the motions and discussions during the assembly to determine the direction, however the TGTC is not bound by those motions

#### **7.3.4.6 Elections**

Elections will be held at the GBC TG Technical Assembly. The Chair is elected on odd numbered years for a 2-year term. The Past Chair shall remain on the committee as a voting member for one (1) additional year. All other members are elected for a 1-year term.

A portfolio for each Member-at-Large will be determined by the TGTC. The Athlete Representative will be nominated and elected by the National level athletes at each Canadian Championships.

In the case of a vacancy, the TGTC reserves the right to appoint a person to the position. Club representatives are encouraged to attend meetings, however there will be no travel assistance provided.

### **7.3.5 Gymnastics for All (GFA) Committee (GFAC)**

#### **7.3.5.1 Composition of the Committee**

The GFAC is composed of the Chair and (up to) 15 voting members and 4 non-voting members.

##### Voting Members

Voting members are comprised of the Chair (also a member of the GBC Board of Directors) and members-at-large. Members-at-large might be assigned a specific



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portfolio. Portfolios may change on a yearly basis and are dependent on the particular program focus areas for the year. Possible portfolio areas include:

- Active Start/Preschool
- Special Needs
- Gymnaestrada
- Congress
- Interclub
- Cross Training
- National Gymnastics Week
- Rec Gymnastics Marketing & Branding
- Kids CanMove
- Kids CanMove Preschool

#### Non Voting Members:

- GBC Gymnastics For All (GFA) Manager
- GBC Communications & Marketing Manager
- GBC Technical Director

#### **7.3.5.2 Attendance**

Voting members for all committees will be expected to attend all scheduled meetings. Any member missing three (3) meetings will lose his / her voting privileges. Extenuating circumstances will be taken into consideration.

#### **7.3.5.3 Voting and Quorum**

Each voting member may cast one (1) vote. All motions will be decided by majority vote.

The quorum for all GFAC meetings shall be the majority of the directors in office.

#### **7.3.5.4 Duties of the GFAC**

- a. determine and implement goals and objectives for the development of GFA in BC;
- b. report all decisions made by the GFAC to the GBC Board of Directors and the GFA Assembly;
- c. adopt and make sure all technical policies are respected;
- d. adhere to all policies and procedures of GBC;
- e. assist the GBC staff as necessary;
- f. provide input and support for recreational events on a yearly basis (Gymnaestrada, conferences etc);
- g. provide a Provincial base of programming that all clubs can use;
- h. report at each GFA committee meeting on respective areas;
- i. through the Chair, create ad-hoc committees for special projects;
- j. monitor, regulate and evaluate all activities related to the GFA programs;
- k. ensure decision processes and lines of communication are established,



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respected and maintained;

- l. organize and attend a GFA retreat per year as needed;
- m. hold a minimum of 3 meetings per year;
- n. promote sound risk management practices.

### **7.3.5.5 GBC GFA Assembly**

The GBC GFA Assembly will provide the general direction of the program for the following year. The GFAC will consider the motions and discussions during the assembly to determine the direction, however the GFAC is not bound by those motions.

### **7.3.5.6 Elections**

The Chair is elected for a 2-year term by the GFA Assembly (elected on even years). All other members are elected at the GFA Assembly for a 1-year term.