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Preamble

The Board of Directors’ primary role is to govern by providing leadership and direction for BC Archery in pursuit of its vision and mission. The Board is elected by the membership and is ultimately accountable to the membership for competent stewardship to ensure the long-term viability of BC Archery.

Boards tend to focus on the operational side of an association. The environment in which not-for-profit organizations, such BC Archery, operate is rapidly changing. This means the Board needs to take a more hands-off approach to the day to day tasks and assume a role of management. In recent years, the Board established the position of Executive Director to manage the Association. The Association uses the “Chair” positions to manage programs such as Coaching, High Performance Funding and Judging to name a few.

Committees can be used as well to take a more hands-on approach and oversee specific projects or areas of development that may be identified in an association’s long-term planning. There are two types of committees generally used by sport associations: 1) Standing Committees and 2) Ad-Hoc Committees.

Standing Committees are permanent, ongoing functional committees of the Association, and are responsible to the Board of Directors to aid the Board in accomplishing its duties. Standing Committees 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. Standing Committees meet on a regular or irregular basis depending on their function, and retain any power or oversight originally given them by the Board.

Ad-Hoc Committees are temporary committees serving a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed. It works within the parameters of authority and accountability set forth by the Board as noted in their Terms of Reference.

Purpose

Committees allow the Board to give closer attention to important issues facing BC Archery than is possible for the full board. Board committees are an effective way to distribute the work between board members and allow more detailed consideration of specific matters.

viaSport’s Good Governance Research (2013) suggests that board committees may act as a suitable pathway for board succession and also provides an opportunity for individuals to be involved in leadership and decision making at another level.

Policy Statement

This policy establishes the guidelines to be followed by the committee(s) and describes the(ir) general terms of reference.

There are two Standing Committees that serve the Board:

1. Risk Management Committee
2. Coaching Committee

Guidelines

- a) Standing and Ad-Hoc 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.
- d) Committee members and advisors shall maintain the confidentiality and privacy of all deliberations, and of any records, materials and information that are not generally available to Society members or the public.
- e) Committee decisions will be reached by consensus or by simple majority
- f) Committee Chairs can vote on any motion being considered by the committee
- g) 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. Meetings requiring travel and accommodation must be approved by the Board before the meeting takes place.
- h) A quorum is a simple majority of committee members appointed at the time of the meeting.
- i) 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.
- j) The Chair is responsible for providing a meeting agenda.
- k) Meeting minutes will be recorded by the Executive Director. If the Executive Director is unable to attend the meeting, the Committee is to appoint a minute taker and forward the minutes to the Executive Director within 7 days of the meeting.
- l) The Board is responsible to set the Committees Terms of Reference.

Committee Terms of Reference

The Terms of Reference is the governing document that describes how standing and ad-hoc committees are structured and conduct business. Terms of Reference are written guidelines that clarify the role, purpose, responsibilities and authority given to a committee. A reporting mechanism should be put in place so that the Board can be kept up to date with progress, consider any proposals and ratify any decisions taken by the committee as made within its terms of reference. Terms of Reference should always be produced in writing and made available to all members of both the Committee and Board and should undergo annual review by the Board.

The following is the basic structure of a committee.

Mandate/ Purpose

- What is the purpose of the subcommittee? What difference do you want this committee to make?
- A good mandate will guide and focus the committee's work. It clearly states the value that the committee brings to the organization and outlines the committee's major goals.

Key Duties/ Objectives

- This section describes the committee's key tasks or duties.

Authority

- This section describes that the Committee shall operate as a committee of Board.
- The Committee authority maybe defined but not limited to review, research and investigate matters relating to importance to the Association and the Board including but not limited policies, safety, or risk management, and make recommendations for policies and actions by BC Archery.

Composition

- The Sub and Ad-Hoc Committee shall include:

- Chair (elected by the Board)
- Up to three (3) appointed members
- Up to two (2) Board Members
- Executive Director (non-voting)
- This section shall describe the roles and responsibilities of each member.

Term

- This section will state the terms of the members of a Standing Committee, or
- For an Ad-Hoc Committee the term of the Committee will have a set time frame.
- Terms of Reference should be reviewed at least annually by the Board.

Meetings

- The Committee will meet by telephone, video conference or in person.
- The Board will set forth;
 - The minimum number of meetings per year
 - How decisions will be made: by consensus or by voting
 - The format for meeting agenda – required for each meeting
 - The format for recording minutes – required for each meeting
- In-person meetings must be approved in advance by the Board when travel, meals and accommodations are required. (Budget issue)

Reporting

- This section will describe the committee reporting structure. The committee could report to the Board or a Director.
- Is a formal report required?

Resources

- As required, the Committee may consult with independent professional experts (having policy, safety, legal, risk management or insurance expertise etc.) to assist with the execution of its duties
- Any Consultation fees must be approved in advance by the Board.

Approval

- “These Terms of Reference were approved by the Board of Directors of BC Archery on {--date--}.”

Related Policies:

Risk Management Policy

Committees Terms of Reference Form