

# **BOD policy**

## **Review Cycle:**

Annually (with updates as indicated by the dates in the policy).

## **1.0 Style of Governance**

Whistler Gymnastics employs a Leadership Focused BOD style for its governance.

## **2.0 BOD Purpose/Role**

The primary purpose of the BOD is twofold: to provide governance through strategic advice and guidance, and to oversee the performance of the club.

## **3.0 Principles of Philosophy and Guidelines on Organizational Governance**

The BOD governs on behalf of members, ensuring the club aligns with its vision, values, and strategic plan. Governance is a partnership between the BOD and the Executive Director (ED)/Club Manager (CM), with the BOD designating the ED/CM as responsible for managing operations. The BOD acts as a whole, with individual members having no authority unless specifically delegated. The President leads the BOD, while the ED/CM is the primary staff reporting to and held accountable by the board for operational performance across both Oros and Pemberton facilities. Annual performance assessment is mandatory.

## **4.0 Framework for Governance**

The Leadership Focused Governance framework includes six elements:

1. **Providing Guidance & Direction:** Strategic planning, shaping the club's future, and decision-making on key issues.
2. **Establishing Standards of Organizational Conduct:** Core values, governing principles, Code of Conduct, Constitution, Bylaws, Club Policies and Procedures, BOD-ED relationship, and Board Operations.
3. **Overseeing of all Aspects of Governance:** Monitoring club affairs, accountability, and assessing BOD and ED performance.

4. **Protecting the Best Interests of the Organization:** Employment and supervision of the ED, task strategies, risk management, environmental scanning, and succession planning.
5. **Ensuring the Financial Health and Well Being:** Annual operating & capital budgets, long-term financial plans, and financial statement review.
6. **Providing Knowledge of and Ensuring Relationships with 'Stakeholders':** Communication plans and interaction opportunities.

## **5.0 Club Organization Structure and Governance by BOD**

A member-elected volunteer Board of Directors (5-11 members) directs organizational governance and oversees club performance. Bylaws dictate most policies regarding BOD governance, including sections on Directors, Nominations, Powers, Proceedings, Decision Making, Officers, Indemnification, Committees, Execution of Instruments, and Financial Matters. The club has an interactive organizational structure involving the BOD/volunteers, ED, members, staff, and 'Friends of Gymnastics'. The BOD annually determines its Executive Officers and committees. The BOD employs staff, including certified coaches, and may employ ED/CM and Management Staff to manage operations and deliver programs.

## **6.0 BOD Operations**

### **6.1 Procedures and Organization**

The BOD operates within its structure, delegating certain operational authorities (e.g., spending authorizations) to management while reserving others. The Board manages its own affairs, including selecting Executive and standing Committees, determining meeting procedures (time limits, committee recommendations, voting on important issues), and succession planning. Volunteer recruitment is an ongoing BOD task, with a Nominating Committee activated annually.

### **6.2 Selection and Hiring of Management and Transference of Authority**

The BOD selects and replaces the ED/CM, monitors performance, approves employment agreements and compensation, and provides counsel. The BOD retains final approval on all management hires and their agreements. The BOD delegates responsibility to the ED/CM to manage daily operations, with assistance from the management team. The ED/CM determines and hires coaching staff based on annual and seasonal needs, with coaching staff supervised by designated management or the ED/CM.

### **6.3 Monitoring and Acting**

The BOD monitors progress towards goals, revises operational direction, approves significant budget deviations, identifies principal risks, and directs management to implement systems for financial control, data integrity, and security.

## **6.4 Strategy Determination**

The BOD develops/updates long-range Strategic Plans every 3-5 years, reviewing progress bi-annually and setting annual BOD goals. Key issues, determined by their gravity and impact on membership (e.g., risk management, ethical issues, financial planning, ED/CM employment, policy changes, special requests), are decided by the BOD using a consultative process that considers recommendations from various stakeholders. Resolutions on key issues are communicated to members, with those requiring member affirmation (policy/strategic/financial impact) brought to a general meeting.

## **6.5 Establishing Policies and Procedures**

The BOD develops, approves, and monitors compliance with major policies governing the organization's operations, directing management to operate within applicable laws and high ethical standards.

## **6.6 Oversees and monitors the affairs of Whistler Gymnastics**

The BOD monitors and assesses club success through ongoing observation, reporting, annual reviews, and long-term strategic planning, focusing on maintaining club philosophy, meeting goals, program enjoyment, LTAD progress, service efficiency, risk management, financial stability, meeting community needs, and club leadership. WG tracks statistical records for registration, financial proportionality, and personnel costs, using various feedback tools (e.g., surveys, comparative statistics) to monitor success.

## **6.7 Assessing BOD Performance and Effectiveness**

The BOD systematically assesses its own performance in governance, using assessment tools ideally at year-end or during orientation. These tools cover general purpose, relationship with CM, board operations, and the six elements of governing. Individual self-assessment tools are also available. The BOD reviews its annual goals and work plans, and external assessment (staff, members, community) is used at least once per Strategic Plan period.

## **6.8 Compliance Reporting and Corporate Communications**

The BOD reports at least annually to membership via AGM and other meetings. AGM notice is 30 days, with agenda and support documents 14 days prior. WG ensures a communication policy for effective member communication and financial reporting in accordance with accounting principles. Timely and accurate reporting on significant club developments (e.g., accident reports, grant applications, tax submissions, financial statements, payroll) is ensured.

## **7.0 General Legal Obligations**

The BOD ensures WG is incorporated under the BC Societies Act, all participants are advised and insured, and facilities/equipment are properly insured. Directors have a 'fiduciary duty' to act honestly, in good faith, and with diligence in the best interest of the organization, and have specific 'statutory duties' under employment, financial reporting, and taxation laws.

## **8.0 BOD Member Responsibilities**

### **8.1 Code of Conduct and Ethical Behavior**

BOD members and Executive Officers commit to a Code of Conduct, reviewed and signed annually. This code outlines expected attitudes, behaviors, and actions, serving as a reminder and recruitment tool.

### **8.2 BOD and Volunteer Terms of Reference**

Detailed annual Terms of Reference (in addition to bylaws and policy) for BOD directors, executive, and volunteer officers are followed. These define roles, responsibilities, annual goals/tasks, and targets. Directors must fulfill legal obligations, consider community interests, participate in policy/strategy approval, exercise good judgment, respect confidentiality, declare conflicts of interest, communicate effectively, attend meetings, and support Board resolutions. Each director contributes to Board effectiveness through commitment and involvement.

## **9.0 The Relationship and Work between the BOD and the Executive Director/Club Manager**

Organizational governance is a partnership where the BOD governs, and the ED/CM manages and operates the organization. The BOD President leads the Board, not directly supervising the ED/CM. The ED/CM is the primary staff member reporting to and held accountable by the board for operational performance.

## **10.0 BOD Committee Operations**

The Board may create standing (e.g., Executive Committee) and special committees, delegating powers but not all. Committees must have established terms of reference and report their actions to the Board. Members can be non-directors. The Executive Committee is responsible for daily affairs and reports to directors.

## **11.0 Operation and Scheduling of Meetings**

### **11.1 General Meetings**

Bylaws cover General Meeting operations. WG's fiscal year is July 1 to June 31. The AGM is in mid-June, coinciding with the fiscal year end and the WG annual term for membership, BOD, and volunteers. GymBC year is Sep 1 to Aug 31, requiring annual GymBC registration for all participants, acting volunteers, and staff. AGM annual Society Reports must be filed within one month after the AGM. Additional General Meetings are typically held in late October/early November (for budget/policy affirmation, informing members of goals, volunteerism, fundraising) and April/May (to discuss proposed changes and communicate AGM motions). Notification for general meetings is by web posting (21-60 days prior) and email (not less than 14 days prior), including agenda and resolutions. Member resolutions must be received by the secretary not less than 10 days prior.

## **11.2 Board Meetings**

Bylaws cover Board Meeting operations. Regular monthly BOD meetings are scheduled. Electronic participation is allowed for absences or designated meetings. The Executive Committee makes decisions between regular BOD meetings. During summer (July/August) and December breaks, the Executive Committee and ED make necessary decisions. A short BOD meeting occurs post-AGM to determine Executive Officers. A BOD Orientation Meeting is held late Aug/early Sep.

## **12.0 Club Training and Professional Development**

Whistler Gymnastics views staff and volunteer professional development (PD) as an expectation, encouraging involvement through time and financial support, recognizing it as a shared benefit. Recommended guidelines for required and optional training are summarized annually in the PD Summary Chart, including a 3-year transitioning plan.

### **12.1 Internal and External Training**

Training is provided to BOD members, executive officers, key volunteers, and staff to enhance knowledge and skills. Mandatory training applies when related to technical training, access and inclusion, and risk management (safe sport, health, safety). Internal in-service training can be conducted by club personnel on various topics (e.g., policy review, meet hosting, HR, technical coaching, risk management). External training from recognized organizations (NCCP, Viasport, GymCAN, GymBC) is encouraged for BOD and management, with financial support determined by ED/CM/BOD within budget limits.

### **12.2 Mandatory Access and Inclusion Training**

'Access, Inclusion and Disability Awareness Training' is provided for Staff, BOD, and volunteers, organized and supported by the club.

### **12.3 Respect in Sport Training**

Respect in Sport online modules (for Coaches/Activity Leaders, Parents, and in the Workplace) are recommended and/or required for various groups within the club.

## **13.0 BOD Annual Goal Setting and Work Plan**

Annual goal setting is conducted at the fall BOD orientation or first fall meetings. The process includes reviewing previous year's success, assessing long-range strategic plan progress, identifying BOD tasks and priorities for the term, and generating measurable goals.