



**COMMITTEE
POLICIES & PROCEDURES
MANUAL**

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1 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
- b. Fundraising
- c. Sponsorship
- d. Building
- e. Personnel
- f. Nominating
- g. Discipline
- h. Appeals

1.1.2 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 subcommittee reports to its applicable Standing Committee.

1.1.3 Terms of Reference

Every Standing Committee or subcommittee 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 has the authority to create ad hoc committees as required to address specific matters. A Terms of Reference will be developed by the Board prior to Ad Hoc Committee appointments.

2 Committee Procedures, Confidentiality and Conduct

1.1 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.

1.2 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 disclose conflicts of Interest pertinent to their committee appointments.
- c. Advisory or Ad Hoc Committees 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.

2 Functioning of Committees

2.1 Committee Meetings

All Committees shall 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 their voting privileges. Extenuating circumstances will be taken into consideration.
- b. Committee decisions will be reached by consensus or by simple majority.
- c. Committees make recommendations to the board but do not act independently.
- d. Committee Chairs may vote on any matter being considered by the committee.
- e. Meetings may be held in person, by teleconference or through other electronic means, provided that all committee members have full audio access to the meeting.
- f. A quorum is a simple majority of committee members.
- g. If the Chair is not able to attend the meeting, the Committee shall appoint a Chair for the meeting from amongst the committee members present.
- h. A committee member shall be appointed as recording secretary for each meeting, with draft Minutes being circulated within two (2) weeks of the meeting.
- i. Standing and Ad Hoc Committee Meeting Minutes shall be distributed to all Committee Members and all Board members.

3 Appointments to Committees

3.1 At least one member of the board shall serve on each committee

3.2 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 may be re-appointed to committees.

3.3 Subcommittees

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

3.4 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 specific expertise, candidates may be recruited from outside the NGS membership.
- c. The Board Chair shall appoint all members within thirty (30) days of the formation of the committee and shall name the Chair of the Committee.
- d. The Board Chair shall appoint committee vacancies as necessary.
- e. All appointments shall be for the duration of the committee tasks.

4 Committee Authority

4.1 Committees of the Board and Their Sub-committees

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

4.2 Ad Hoc Committees

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

5 NGS Staff and Committees

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

6 Committee Terms of Reference

6.1 Committees of the Board

6.1.1 Finance Committee

6.1.1.1 Purpose

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

6.1.1.2 Committee Chair: Treasurer

6.1.1.3 Roles and Responsibilities

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

- a. oversee the preparation of the NGS annual budget;
- b. approve the annual budget to be presented to the Board;
- c. review monthly 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 NGS's financial obligations.

6.1.1.4 Accountability

The committee shall meet monthly to review the financial statements, and more frequently as may be required. The committee is accountable to the Board of Directors and shall report at each Board meeting.

6.1.2 Fundraising

6.1.2.1 Purpose

The Fundraising Committee is responsible for:

- a. Updating the Fundraising Policy and Procedure Manual and recommending it to the NGS Board for approval.
- b. Creating a Yearly Fundraising Calendar of events and recommending it to the NGS Board for approval.
- c. Managing and leading fundraising campaigns, in terms of
 - i. Seeking of volunteers
 - ii. Lead, coordinate, and manage the day of events as necessary.
- d. Providing the General Manager with campaign information to be communicated and administered to the membership.

6.1.2.2 Committee Chair: Member at large

6.1.2.3 Roles and Responsibilities

The Fundraising Committee provides guidance, and support to the General Manager to manage and run fundraising campaigns.

6.1.2.4 Accountability

The committee shall meet at least twice 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.

6.1.3 Sponsorship

6.1.3.1 Purpose

The Sponsorship Committee assists the General Manager in seeking potential sponsors and overseeing and managing the sponsorship process.

6.1.3.2 Committee Chair: Members at Large

6.1.3.3 Roles & Responsibilities

The Committee shall support and advise the General Manager in:

- a. Communicating to members and the community at large that NGS is seeking sponsors
- b. Providing value to our sponsors
- c. Communicating with the Finance Committee regarding sponsorship income
- d. Accepting, refusing, or canceling sponsorships as deemed appropriate by the committee.

6.1.3.4 Accountability

The committee will meet at least twice per year, with one meeting occurring at least six months prior to the AGM. The committee is accountable to the Board of Directors and shall report at each Board meeting.

6.1.4 Building

6.1.4.1 Purpose

The Building Committee is in charge of seeking out and securing a new building for NGS.

6.1.4.2 Committee Chair: Member of the Board, Head Coach or General Manager

6.1.4.3 Roles and Responsibilities

The Committee shall work closely with the Board to:

- a. Follow necessary and appropriate processes to secure a new building;
- b. Work with the City of Nanaimo as necessary;
- c. suggest and assist with organizing fundraisers to fund a new building as necessary.

6.1.4.4 Accountability

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

6.1.5 Personnel

6.1.5.1 Purpose

The Personnel Committee oversees the management of Senior staffing at NGS.

6.1.5.2 Committee Chair: Member of the Board of Directors

6.1.5.3 Roles and Responsibilities

The committee is responsible for the following:

- a. Creating job descriptions for management and administrative roles
- b. Instructing the NGS Office in posting of new management jobs
- c. Screening of management applicants only if there is no General Manager in place.
- d. Conducting interviews and hiring new management staff
- e. Performance evaluations of Management staff members

6.1.5.4 Accountability

The committee meets as necessary to hire and evaluate Management staff members.

6.1.6 Nominating

6.1.6.1 Purpose

The Nominating committee determines the method of consideration and presentation of candidates for office.

6.1.6.2 Committee Members

Minimum of two members, at minimum one of which must be a Director of the society shall be appointed by the Board of Directors at least three (3) months prior to the AGM.

6.1.6.3 Roles and Responsibilities

The committee is responsible for the following:

- a. Establishing the rules and procedures for presentation and consideration of candidates' names.

6.1.6.4 Accountability

The committee meets as necessary and reports to the board.

6.1.7 Discipline

6.1.7.1 Purpose

Review and act upon allegations of misconduct amongst members, athletes and coaches.

6.1.7.2 Committee Members

The chair of the committee shall be the Vice President of the Board of Directors. A minimum of three additional committee members shall be appointed by the Chair.

6.1.7.3 Roles and Responsibilities

- a. Review Board decisions regarding expulsion or suspension of members
- b. Review allegations of misconduct amongst members, athletes, and coaches.
- c. Make recommendations to the Board for disciplinary actions.

6.1.8 Appeals

6.1.8.1 Purpose

To hear appeals regarding disciplinary decisions made by the Board of Directors and the Discipline Committee

6.1.8.2 Committee Members

The Chair of the committee shall be the immediate Past President. A minimum of three (3) additional members shall be appointed by the President.

6.1.8.3 Roles and Responsibilities

- a. Hear appeals from decisions made by the Discipline Committee.
- b. Hear appeals regarding disciplinary actions by the Board of Directors
- c. The Appeals Committee may re-admit any member, or uphold or modify disciplinary decisions made by the Board of Directors.