



Board Committee Terms of Reference

Executive Committee

Membership	Co-Chairs of the Board of Directors and President and CEO
Mandate/Purpose	<ul style="list-style-type: none"> a) At the call of the President and CEO, advise on issues that require Board approval in between Board meetings. b) Annually review the organizational performance through the President and CEO Performance Review process. c) Determine changes in compensation relative to the performance of the President and CEO. d) Ensure implementation of Board policies are achieved. e) Ensure the President and CEO has personnel policies and procedures in place that meet legislative and industry standard requirements. f) Ensure the Constitution and By-laws are regularly updated and the Society kept in good standing through the President and CEO. g) Act as an advocate and ambassador on behalf of the Society.
Appointment	The Co-Chairs of the BC Games Society are Ministerial appointments (Province of British Columbia).
Term of Office	Maximum of three (3) consecutive three (3) year terms for a total of nine (9) years.
Meetings	At the call of the Co-Chairs or the call of the President and CEO.
Confidentiality	Executive Committee will keep confidential any matters that may impair the Society.
Conflict of Interest	If a committee member has a conflict, real or perceived, they must declare it prior to the discussion and abstain from voting.
Staff Support	President and CEO documents discussion and decisions made by the Executive Committee for communication to the Board of Directors at the next regular meeting. Staff members are ex-officio (no vote).
Ad Hoc Committees	The Executive Committee can strike ad hoc committees from the community at large to offer expertise regarding issues of concern to the Society. The Co-Chairs may also choose to assign a liaison from the Board of Directors to the Ad Hoc Committee to provide organizational context. The Ad Hoc Committee is generally task specific and time limited. It is dissolved once the advice and/or recommendations are made to the Executive Committee. ¹
Remuneration	Committee members shall receive no remuneration for serving as committee members, but are entitled, upon resolution of the Board, to be reimbursed for all reasonable expenses incurred during the exercise of their duties.

¹ As of December 2010 there are no Ad Hoc Committees of the Executive Committee



Board Committee Terms of Reference

Finance Committee

Committee Chair	The Chair will be elected by the committee members at the first meeting of the Committee.
Membership	Minimum one Co-Chair of the Board of Directors and the President and CEO, plus two other Board members (one of whom will be one of the Provincial Government representatives) having familiarity with interpretation of financial statements, business plans, and variance analysis.
Mandate/Purpose	<ul style="list-style-type: none"> a) Review auditor's and accountant's responsibilities and forward recommendations to the Board as appropriate. b) Review the Financial Reports before they go forward to the Board of Directors to ensure requirements for fiduciary diligence have been met. c) Recommend the Auditor for the Society at the Annual General Meeting. d) Revise the Financial Administration Manual for the Society as required, including spending authorities matrix etc. e) Review the work of the Audit Committee and forward recommendations to the Board of Directors. f) Act as advocates and ambassadors for the BC Games Society.
Appointment	Co-Chairs of the Board, in consultation with the President and CEO invite members of the Board to sit on the Finance committee depending on the individual's interest in finance and skill sets required to achieve due diligence.
Term of Office	Maximum of three (3) consecutive three (3) year terms for a total of nine (9) years.
Meetings	At the call of the Chair and at least prior to every Board of Director's meeting (three (3) times annually).
Confidentiality	The Finance Committee will keep confidential any matters that may impair the Society.
Conflict of Interest	If a committee member has a conflict, real or perceived, they must declare it prior to the discussion and abstain from voting.
Staff Support	The Society staff person acts as secretariat to the Committee and documents the recommendations made by the Finance Committee to the Board of Directors. The discussion is captured in minutes and included in the Board package at the next regular meeting. Staff are ex-officio (no vote).
Ad Hoc Committees	The Finance Committee can strike ad hoc committees from the community at large to offer expertise regarding issues of concern to the Society. The Chair may also choose to assign a liaison from the Board of Directors to the Ad Hoc Committee to provide organizational context. The Ad Hoc Committee is generally task specific and time limited. It is dissolved once the advice and/or recommendations are made to the Committee. ²
Remuneration	Committee members shall receive no remuneration for serving as committee members, but are entitled, upon resolution of the Board, to be reimbursed for all reasonable expenses incurred during the exercise of their duties.
Recommendations	The Finance Committee will make periodic recommendations to the Board or to the Executive Committee in respect to the subject on which it was created to advise. The Board and Executive Committee will take into consideration, but will not be bound by, the Finance Committee recommendations unless the Board has delegated its decision making authority to such committee.

² As of December 2010 there are no Ad Hoc Committees of the Finance Committee



Board Committee Terms of Reference

Marketing and Communications Committee

Committee Chair	The Chair will be elected by the committee members at the first meeting
Membership	Co-Chairs of the Board of Directors and President and CEO and selected members of the Board of Directors.
Mandate/Purpose	<p>a) Develop strategic direction for Marketing and Communications.</p> <p>b) Develop strategic communication plan for increased awareness of the BC Summer and BC Winter Games in British Columbia.</p> <p>c) Recommend options for Corporate Partner benefits and relationship maintenance.</p> <p>Act as an advocate and ambassador for the BC Games Society.</p>
Appointment	Co-Chairs of the Board, in consultation with the President and CEO, invite members of the Board to express interest to sit on the Marketing and Communications Committee, depending on each individual's interest in marketing, communications and other skill sets required to satisfy committee obligations.
Term of Office	Maximum of two (2) consecutive three (3) year terms for a total of six (6) years.
Meetings	At the call of the Chair and at least prior to every Board of Director's meeting (three (3) times annually).
Confidentiality	The Marketing and Communications Committee will keep confidential any matters that may impair the Society.
Conflict of Interest	If a committee member has a conflict, real or perceived, they must declare it prior to the discussion and abstain from voting.
Staff Support	<p>The Society staff person acts as secretariat to the Committee and documents discussions and recommendations made by the Marketing and Communications Committee for the Board of Directors at the next regular meeting.</p> <p>Staff members are ex-officio (no vote).</p>
Ad Hoc Committees	The Marketing and Communications Committee can strike Ad Hoc committees to address issues requiring specific expertise and can recruit from the community at large. It may also choose to assign a liaison from the Board of Directors to the Ad Hoc Committee to provide organizational context. The Ad Hoc Committee is generally task specific and time limited and is dissolved once the recommendations go forward to the Committee. ³
Remuneration	Committee members shall receive no remuneration for serving as committee members, but are entitled, upon resolution of the Board, to be reimbursed for all reasonable expenses incurred during the exercise of their duties.
Recommendations	The Marketing and Communications Committee will make periodic recommendations to the Board or to the Executive Committee with respect to the subject on which it was created to advise i.e. Marketing and Communications. The Board and Executive Committee will take into consideration, but will not be bound by, Marketing and Communications Committee recommendations, unless the Board has delegated its decision making authority to such committee.

³ As of December 2010 there are no Ad Hoc Committees of the Marketing and Communications Committee



Board Committee Terms of Reference

Sport Committee

Committee Chair	The Chair will be elected by the committee members at the first meeting of the Committee.
Membership	Co-Chairs of the Board of Directors and President and CEO and selected members of the Board of Directors.
Mandate/Purpose	<ul style="list-style-type: none"> a) Recommend policies for post-games legacy benefits for local sport. b) Recommend policies for integrating the BC Summer and BC Winter Games into the provincial sport delivery system. c) Recommend sports that are to be included in each of the BC Summer and BC Winter Games. d) Recommend policies and programs for increasing the number of trained coaches, officials, athletes, and administrators in Host Communities. e) Ensure the values, vision, mission, and guiding principles of the Society are met (e.g. equity and access) f) Recommend communities that are successful applicants to host a BC Summer or BC Winter Games. g) Review the qualifications for sports to be included in a BC Winter or BC Summer Games. h) Review disciplinary actions on sports and/or participants in the Games. i) Act as advocates and ambassadors for the BC Games Society.
Appointment	Co-Chairs of the Board, in consultation with the President and CEO, invite members of the Board to sit on the Sport Committee depending on each individual's interest in sport and other skill sets required to achieve committee obligations.
Meetings	At the call of the Chair and at least prior to every Board of Director's meeting (three (3) times annually).
Confidentiality	The Sport Committee will keep confidential any matters that may impair the Society.
Conflict of Interest	If a committee member has a conflict, real or perceived, they must declare it prior to the discussion and abstain from voting.
Staff Support	The Society staff person acts as secretariat to the Committee and documents discussions and recommendations made by the Sport Committee for the Board of Directors at the next regular meeting. Staff members are ex-officio (no vote).
Ad Hoc Committees	The Sport Committee can strike Ad Hoc committees to address issues requiring specific expertise and can recruit from the community at large. It may also choose to assign a liaison from the Board of Directors to the Ad Hoc Committee to provide organizational context. The Ad Hoc Committee is generally task specific and time limited and is dissolved once the recommendations go forward to the Committee. ⁴
Remuneration	Committee members shall receive no remuneration for serving as committee members, but are entitled, upon resolution of the Board, to be reimbursed for all reasonable expenses incurred during the exercise of their duties.
Recommendations	The Sport Committee will make periodic recommendations to the Board or to the Executive Committee with respect to the subject on which it was created to advise. The Board and Executive Committee will take into consideration, but will not be bound by, Sport Committee recommendations unless the Board has delegated its decision-making authority to such committee.

⁴ As of December 2010 there are no Ad Hoc Committees of the Sport Committee

