



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 or The Chair will be appointed by the Chair of the BC Games Society Board of Directors.
Membership	Chair of the Board of Directors and President and CEO and selected members of the Board of Directors. The committee will ideally have three to five members.
Mandate/Purpose	<ol style="list-style-type: none"> 1. Review auditor's and accountant's responsibilities and forward recommendations to the Board as appropriate. 2. Review the Financial Reports before they go forward to the Board of Directors to ensure requirements for fiduciary diligence have been met. 3. Recommend the Auditor for the Society at the Annual General Meeting. 4. Revise the Financial Administration Manual for the Society as required, including spending authorities matrix etc. 5. Review the work of the Audit Committee and forward recommendations to the Board of Directors. 6. Act as advocates and ambassadors for the BC Games Society.
Appointment	Chair of the Board, in consultation with the President and CEO, invite members of the Board to express interest to sit on the Finance Committee, depending on each individual's interest in finance and other skill sets required to satisfy 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 Finance Committee will keep confidential any matters that may impair the Society as per the confidentiality policy of the Board
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 members 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.
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.



BC Games Society

Terms of Reference Marketing and Communications Committee

Committee Name	Marketing and Communications Committee
Committee Chair	The Chair will be elected by the committee members at the first meeting of the Committee or The Chair will be appointed by the Chair of the BC Games Society Board of Directors.
Membership	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 strategic objectives and direction for marketing and communications b) Provide expertise in the development of organizational communications plans. c) Review and approve policies and key materials that set the direction for marketing and communications activities. d) Recommend options for Corporate Partner benefits and relationship maintenance. e) Ensure the vision, mission, and values of the organization are represented. f) Act as advocates and ambassadors for the BC Games Society.
Appointment	Chair of the Board, in consultation with the President and CEO, invites 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. The committee will ideally have three to five members.
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 voting.
Staff Support	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. Staff members are ex-officio (no vote).
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 Executive and to the Board of Directors.

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 with respect to the subject on which it was created to advise i.e. Marketing and Communications. The Board 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.

Revised September 2014



BC Games Society

Terms of Reference Sport Committee

Committee Name	Sport Committee
Committee Chair	The Chair of the committee will be elected by the committee members at the first meeting of the Committee or The Chair of the committee will be appointed by the Chair of the BC Games Society Board of Directors.
Membership	The Chair of the Board of Directors, the 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) Approve the Sport Package for each BC Summer and BC Winter Games by approving the sports that are included. d) Recommend policies and programs for increasing trained coaches, officials, athletes, and administrators in host communities. e) Review the qualifications for sports to be included in a BC Winter or BC Summer Games. f) Review disciplinary actions on sports and/or participants in the Games. g) Ensure the values, vision, mission, and guiding principles of the Society are met (e.g. equity and access). h) Act as advocates and ambassadors for the BC Games Society.
Appointment	The Chair of the Board of Directors, in consultation with the President and CEO, invites 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 Sport Committee 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 voting.
Staff Support	The Society staff act as secretariat to the committee and documents discussions and recommendations made by the Sport Committee for the Board of Directors at its 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 Board of Directors.
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 with respect to the subjects on which it was created to advise. The Board 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.