



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
Audit Committee**

Committee Name	Audit Committee
Membership	<ul style="list-style-type: none"> • The committee will consist of at least three (3) and up to a maximum of five (5) individuals who are not current members of the Board of Directors of the BC Games Society (BCGS). These individuals will be independent from the society, the Auditor, and the external accountants. • The Chair of the BCGS Finance Committee is a member of the committee. • The Board Chair, President and CEO, and Provincial Government representative to the Board of Directors are non-voting, ex-officio members of the committee.
Appointment	<ul style="list-style-type: none"> • The individuals considered for appointment to the committee shall be free of any business or other relationships (including, without limitation, involvement in the financial management of the society) which could interfere with the exercise of their independent judgement. • The committee members will have a financial background or financial management experience. At least one member will be a Chartered Professional Accountant who is a subject matter expert in financial auditing. • Individuals will be identified from recommendations from Board Members, the external accountant, the Auditor, the Audit Committee, or from the President and CEO. • Individuals will be asked to serve on the committee by the President and CEO.
Term	<ul style="list-style-type: none"> • Members will be appointed to the committee for a three (3) year term and may serve a maximum of two (2) terms. The exception to this is for the Chair of the Finance Committee who will serve on the committee for as long as they hold that position. • Members may request to step down from the committee through the President and CEO and/or the Board Chair. • Terms will commence at the start of the fiscal year.
Committee Chair	<ul style="list-style-type: none"> • The Committee Chair is identified from among the voting members of the committee in consultation with the President and CEO and the Chair of the Finance Committee. • The Committee Chair will be asked to serve in this capacity by the President and CEO. • The Chair of the Finance Committee will not serve as Chair of the committee.
Staff	<ul style="list-style-type: none"> • President and CEO and BC Games Society staff are ex-officio members of the committee. They serve as secretariat to the committee, document discussions and recommendations made by the committee, and prepare reports for the Board of Directors on behalf of the committee. • Staff are not entitled to voting privileges on the committee. <ul style="list-style-type: none"> ○ This also applies to the external accountants and auditors.

Committee Name	Audit Committee
Mandate/Purpose of the Committee	<p>The Audit Committee:</p> <ul style="list-style-type: none"> • Plays a role in the society's financial reporting by assisting the Board in overseeing and monitoring the participation of staff and the independent auditor in the financial reporting process. • Meets with staff and the independent auditors to review audited financial statements, accounting principles, adequacy of internal controls, the audit process, and financial reporting systems. • Meets with the independent auditors, without staff in attendance, to discuss any relevant financial matters. • Makes recommendations to the Finance Committee on the acceptance of the Audited Financial Statements and/or changes to the Audited Financial Statements.
Meetings	<ul style="list-style-type: none"> • The committee meets once per year after the completion of the audit and before the society's Annual General Meeting.
Quorum	<ul style="list-style-type: none"> • At any meeting of the committee, two (2) or more voting members of the committee will constitute a quorum.
Motions	<ul style="list-style-type: none"> • The Committee Chair may Move and Second Motions.
Voting	<ul style="list-style-type: none"> • Each member of the committee will have one vote. The exceptions are: <ul style="list-style-type: none"> • ex-officio members of the committee are not entitled to vote; and • staff members are not entitled to vote. • The Committee Chair shall be entitled to vote. • For conference call meetings, an acceptable process for voting would be that the Committee Chair calls for the vote and asks for any objections to be expressed. Non-response will be considered a vote in favour of the Motion. The Committee Chair will define the voting process at the start of each meeting.
Confidentiality	<ul style="list-style-type: none"> • The committee members will keep confidential any matters that may impact the Society.
Conflict of Interest	<ul style="list-style-type: none"> • If a committee member has a conflict of interest, real or perceived, they must declare it prior to the discussion and voting.
Ad Hoc Committees	<ul style="list-style-type: none"> • The committee may not strike Ad Hoc Committees.
Remuneration	<ul style="list-style-type: none"> • Committee members will not receive remuneration for serving as committee members, but are entitled, to be reimbursed for all reasonable expenses incurred during the exercise of their duties.
Recommendations	<ul style="list-style-type: none"> • The committee will make recommendations to the Finance Committee with respect to the subjects on which it was created to advise. • The Finance Committee Chair will report such recommendations to the Finance Committee. • The Finance Committee will take into consideration, but will not be bound by, recommendations from the committee unless the Finance Committee has delegated its decision-making authority to the 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.

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BC Games Society
Terms of Reference
Sport Committee

Committee Name	Sport Committee
Membership	<ul style="list-style-type: none"> • The committee is made up of members of the Board of Directors of the BC Games Society. • The committee shall consist of at least three (3) and up to a maximum of five (5) voting members of the Board of Directors, one of whom will serve as the Committee Chair. • Non-voting members of the Board of Directors may also serve on the committee. • The Board Chair and the President and CEO are ex-officio members to all committees.
Appointment	<ul style="list-style-type: none"> • Upon appointment to the Board of Directors, Board Members will self-identify to the President and CEO and/or the Board Chair for inclusion on committee(s). • Board Members may also be asked to serve on specific committees based on their skills or experience or the existing make up of committees.
Term	<ul style="list-style-type: none"> • Board members will serve on the committee for the duration of their term on the Board. • Board members may request to step down from a committee or to change to another committee through the President and CEO and/or the Board Chair.
Committee Chair	<ul style="list-style-type: none"> • The Committee Chair is identified from amongst the voting members of the committee by staff in consultation with the President and CEO and the Board • The Committee Chair will be asked to serve in this capacity by the President and CEO.
BC Games Society Staff	<ul style="list-style-type: none"> • Staff are not members of committees. They will serve as secretariat to the committee, document discussions and recommendations made by the committee, and prepare reports for the Board of Directors on behalf of the committee. • Staff are not entitled to voting privileges on committees.
Mandate/Purpose of the Committee	<ol style="list-style-type: none"> a) Review the Core Sport Policy and provide direction to staff on the implementation of the policy which includes: <ul style="list-style-type: none"> • integrating the BC Winter and BC Summer Games into the provincial sport delivery system and each sport's LTAD; • providing competitive opportunities for developing high performance athletes; • increasing trained coaches and officials through the Games; and • creating development opportunities for administrators and volunteers in sport. b) Recommend to the Board changes to the Core Sport policy prior to each Games cycle. c) Review and discuss Core Sport applications (for new sports) and post-Games evaluation reports from staff (for sports in the Games) and to approve the Sport Package for each BC Winter and BC Summer Games. d) Review and approve sport applications: <ul style="list-style-type: none"> • to adjust coaching requirement levels; and • for athletes to attend more than one Games. e) Provide direction to staff on addressing issues with sports. f) Ensure the values, vision, mission, and guiding principles of the Society are met (e.g. equity and access, safety in sport, etc.). g) Recommend policies for post-Games sport legacy benefits. h) Act as advocates and ambassadors for the BC Games Society.
Meetings	<ul style="list-style-type: none"> • The committee will meet at least prior to every Board of Director's meeting (three (3) times annually) and may meet more often at the call of the Committee Chair.
Quorum	<ul style="list-style-type: none"> • At any meeting of the committee, two (2) or more voting members of the committee will constitute a quorum.

Committee Name	Sport Committee
Motions	<ul style="list-style-type: none"> Given that the committee is typically voting on recommendations from staff, the following process would be used for Motions: <ul style="list-style-type: none"> Staff will outline the topic and provide any necessary background information, which may include staff reports. The Committee Chair will state the Motion, as recommended by staff. The Committee Chair will ask for a Mover and a Secunder for the Motion. The Motion may be modified at this time, as determined necessary. The committee will discuss the Motion and may ask staff for additional information and clarification. The Committee Chair will ask for a vote on the Motion (as presented or as amended). The Committee Chair may Move and Second Motions.
Voting	<ul style="list-style-type: none"> Each member of the committee shall have one vote. The exceptions are: <ul style="list-style-type: none"> any member of the committee who is a non-voting member of the Board will also be a non-voting member of the committee; ex-officio members of the committee are not entitled to vote; and staff members are not entitled to vote. The Committee Chair shall be entitled to vote. For conference call meetings, an acceptable process for voting would be that the Committee Chair calls for the vote and asks for any objections to be expressed. Non-response will be considered a vote in favour of the Motion. The Committee Chair will define the voting process at the start of each meeting.
Confidentiality	<ul style="list-style-type: none"> The committee members will keep confidential any matters that may impact the Society.
Conflict of Interest	<ul style="list-style-type: none"> If a committee member has a conflict of interest, real or perceived, they must declare it prior to the discussion and voting.
Ad Hoc Committees	<ul style="list-style-type: none"> The committee may strike Ad Hoc Committees to address issues requiring specific expertise. The committee can recruit individuals to serve on the Ad Hoc Committee from the community at large. The committee may choose to assign a committee member to serve as liaison to the Ad Hoc Committee to provide organizational context; staff may serve as liaisons to the Ad Hoc Committee. The Ad Hoc Committee is generally task-specific and time limited and is dissolved once its recommendations go forward to the Board of Directors. The committee will establish which members of the Ad Hoc Committee will have voting privileges (which may be different from the voting privileges for this committee, and may include staff) and will inform the Ad Hoc Committee of these parameters. The committee will take into consideration, but will not be bound by, recommendations of the Ad Hoc Committee.
Remuneration	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> The 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, recommendations from the committee unless the Board has delegated its decision making authority to the committee.