



## **Committee Policies and Procedures**

### **Gymnastics For All (GFA) Terms of Reference**

#### **Composition**

The GFA Committee (GFAC) is composed of the Chair and (up to) 15 voting members, as well as two (2) non-voting members.

#### Voting Members

Voting members consist of the Chair (also a member of the GymBC Board of Directors) and members-at-large. Members-at-large may be assigned a specific portfolio. Portfolios may change on a yearly basis and are dependent on the particular program focus areas for the year.

Possible portfolio areas include:

- Active Start/Preschool
- Adaptive/Inclusive Programming
- Masters (Adult) Gymnastics
- Seniors Gymnastics
- Gymnaestrada
- Recreational Congress
- GFA Strategic Planning Retreat
- Interclub
- Cross Training
- National Gymnastics Week
- Recreational Gymnastics Marketing & Branding
- Public Access Programming

#### Non Voting Members:

- GymBC Recreation Program Manager
- GymBC Technical Director (if applicable)

#### **Attendance**

Voting members for all committees will be expected to attend all scheduled meetings. Any member missing more than one (1) meeting will lose his / her voting privileges. Extenuating circumstances will be taken into consideration.



## **Voting and Quorum**

Each voting member may cast one (1) vote. All motions will be decided by majority vote.

The quorum for all GFAC meetings shall be the majority of the directors in office.

## **Duties of the GFAC**

- a. determine and implement goals and objectives for the development of GFA in BC;
- b. report all decisions made by the GFAC to the GymBC Board of Directors and the GFA Assembly;
- c. adopt and ensure that all technical policies are respected;
- d. adhere to all policies and procedures of GymBC;
- e. assist the GymBC staff as necessary;
- f. provide input and support for recreational events on a yearly basis (Gymnaestrada, conferences, etc);
- g. provide a Provincial base of programming that all clubs can use;
- h. report at each GFA committee meeting on respective areas;
- i. through the Chair, create ad-hoc committees for special projects;
- j. monitor, regulate and evaluate all activities related to the GFA programs;
- k. ensure decision processes and lines of communication are established, respected and maintained;
- l. organize and attend a GFA retreat per year or as needed;
- m. hold a minimum of three (3) meetings per year, not including the GFA Assembly;
- n. promote sound risk management practices.

## **GymBC GFA Assembly**

The GymBC GFA Assembly will provide the general direction of the program for the following year. The GFAC will consider the motions and discussions during the assembly to determine the direction, however the GFAC is not bound by those motions.

## **Elections**

The Chair is elected for a 2-year term by the GFA Assembly (elected on odd years). All other members are elected at the GFA Assembly for a 1-year term.