



GOVERNANCE & NOMINATIONS COMMITTEE

Terms of Reference

Committee Purpose

The Governance Committee is a Committee of the Board of Directors of BC Artistic Swimming. The Committee is responsible for guiding the Board of Directors to fulfill its legal, ethical, and functional responsibilities to protect the best interests of the Society. It is also responsible for overseeing recruitment and nominations of candidates to serve as members of the Board of Directors, and the ongoing evaluation of the Board.

Committee Composition

The Governance Committee includes:

- BC Artistic Swimming President, who chairs the Committee;
- Executive Director (ex-officio);
- Up to four additional Members appointed by the Board of Directors, which may include other Directors or legal, governance, and policy experts.

Term of Committee Membership

- The Committee Chair serves in alignment with the President's term on the Board of Directors.
- The Executive Director serves within the terms of his/her employment contract.
- Other Members are appointed for two years by the Board, selected through recruitment by the Board or the Committee Chair. Members should be knowledgeable about policy and governance. A Member may be reappointed for consecutive terms at the pleasure of the Board.

Scope of Responsibility

The Committee regularly reviews the organization's governing structure, documents, procedures, and practices, and makes recommendations to the Board of Directors to ensure that BC Artistic Swimming:

- fulfills its legal and fiduciary responsibilities as a non-profit society; and
- employs communication, accountability, and decision-making procedures that protect the best interests of the Society and ensure optimal functioning of the organization.

The Committee also oversees the annual recruitment and nomination of candidates to serve as Directors of the Board, and implements a Board evaluation process.

Key Responsibilities

- *Alignment with Legislation:* Regularly review and make recommendations to the Board and membership in relation to BC Artistic Swimming's governance documents to ensure the organization fulfills the legislative requirements of non-profit societies in British Columbia, including the BC Societies Act, the BC Privacy Act, and other relevant legislation.
- *Sport Leadership:* Regularly review existing policies and procedures and make relevant

recommendations for amendments or develop new policies and procedures, as required, to ensure BC Artistic Swimming fulfills its responsibility to its membership to provide an ethical, transparent, and safe environment to develop artistic swimming in British Columbia.

- *Organizational Functioning*: Assess and make recommendations for the organizational structure, Terms of Reference, skill sets, and functioning of the Board of Directors and Committees of the Society.
- *Support Staff and Volunteers*: Assist other committees and staff to fulfill their responsibilities through policy and procedure development.
- *Governance Leadership and Accountability*: Implement a process to recruit and nominate candidates to serve as Directors of the Board as well as a process to evaluate the Board's effectiveness.

Accountability

The Committee:

- reports to the Board of Directors through the Chair;
- will meet at least four times per year;
- must work within the boundaries of the approved budget.