



POLICIES AND PROCEDURES

SPORT DEVELOPMENT COMMITTEE

Terms of Reference

updated June 13, 2017

Committee Purpose

The Sport Development Committee is a Standing Committee of Synchro BC. The Committee is responsible for initiatives to grow synchronized swimming in British Columbia and to foster inclusion by developing the entry, recreational, and sport for life levels.

Committee Composition

The Sport Development Committee includes:

- a member of the Synchro BC Board of Directors, who Chairs the Committee
- At least 3 additional Members that represent each region – the Interior, the Island and the Lower Mainland
- Additional Members with expertise in specific areas of interest such as athletes with a disability, masters, recreation, etc. as deemed appropriate by the Chair and/or at the direction of the Board of Directors
- Sport Development Director (ex-officio)
- Event Manager (ex-officio)

Term of Committee Membership

- The Committee Chair serves at the pleasure of the President and in accordance with that Director's term(s) on the Board of Directors
- The Sport Development Director and Event Manager serve within the terms of their employment contract
- Other members are appointed for up to two years by the Board of Directors, selected through recruitment by the Board or the Sport Development Chair. Consideration should be given to regional and club development knowledge.

Scope of Responsibility

Within the scope of the Strategic Plan, and as approved by the Board, the Committee is responsible for planning annual and multi-year activities to further the development of the sport in BC, through:

- Recruitment and retention initiatives that foster growth of the sport
- Collaboration with and support for existing and new clubs
- Advocating for provincial, regional and club sport development initiatives
- Partnerships with summer swim clubs
- Other opportunities that may be presented (e.g. BC Summer Games, BC High School Championships, University, Masters, etc.)

The Committee also provides input for annual or multi-year planning and budgeting exercises, as required.

The Committee may from time to time appoint ad hoc committees to undertake a review of specific portfolios or issues and to make recommendations to the Committee.

Accountability

The Committee:

- reports to the Board of Directors through the Chair
- will meet at least twice per year
- must work within the boundaries of the approved budget
- will submit an annual report for the Annual General Meeting
- will seek approval of the Board of Directors for any initiative that falls outside of the scope of the Strategic Plan or annual Operating Plan