



BC SOCCER

Committee Operational Procedures

December 2022

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Committee Operating Principles & Composition Structure

Important notes:

- The President is a de-facto member of all committees and can attend any meeting.
- The Executive Director may also attend any meeting and provide guidance and input into any committee discussion.

Committee Composition

1. Maximise expertise, knowledge
2. Enhance community engagement
3. Regional, gender, adult/youth representation, diversity, ethnicity, indigenous

Committee Members Selection Process

1. Open call for interest
2. Selected based on expertise, knowledge and may be from a member organization, affiliated club, or from the general public
3. Recommendation of members for standing committees from chair to Board of Directors for final selection of committee members.
4. Recommendation of members for operational committees from chair to Executive Director for final selection of committee members.
5. President selects and appoints the Standing Committee Chairs and Executive Director selects and appoints the Operational Committee Chairs.

All Committee Members

1. Duty is to BC Soccer overall – committee members' role is to contribute for the good of the game not for specific member organization, group, or demographic within the soccer community in BC
2. Commit to actively participate in the work of the Committee for the duration of the term (3 years), unless resigning or removed from the Committee
3. Must submit the Criminal Record Check before they are able to attend their first meeting
4. Must sign and adhere to Conflict and Communication Code of Conduct before first meeting (staff liaison to send out and receive back at time of invite to be on committee)

Operating Protocols

1. Committee Chair nominates Alternate Chair; staff liaison also has an alternate agreed.
2. Committee Chair calls and sets meeting date and times as per the documented meeting schedule.
3. Staff Liaison will coordinate with the Chair to distribute meeting notices, agendas, minutes, correspondence, "on behalf of the Chair"
4. Meeting protocols
 - a. Staff (Liaison and Committee Members) and Chair discuss and agree agenda, reports, minutes, correspondence before distribution
 - b. Chair is ultimately responsible for content and materials for a meeting
 - c. Agenda, minutes and any associated correspondence to members at least 3 days prior to the committee
 - d. Staff Liaison take all minutes, for the Chair's initial review
 - e. Once approved by Chair minutes back out to all members within week of the meeting and again in next meeting information pack to be approved at that next meeting

5. Community members to communicate via chair of committee and not staff directly
6. President is member of all committees and receives all meeting notices, reports, minutes, as well as the Executive Director.

Accountability

1. Review deadlines for all action, and review meetings accordingly.
2. Review progress vs. Strat plan and priorities each meeting.

Committee Members - Communication & Confidentiality Protocol

To ensure that BC Soccer Committee discussions and meetings are conducted with the frank, open debate necessary for good decision-making, it is critical that there is common agreement as to what information is confidential and what can be reported to others. This protocol summarizes the agreed, collective decision of the Board, to be followed by all Community members by mutual understanding.

1. The BC Soccer Committees are a group which works together as a team. To have open, effective discussions, all members need to be confident that their comments in debate will not be divulged outside of the Committee discussions without their specific approval or agreement.
2. Committee decisions are reported in the minutes, usually formally adopted at the next meeting, but Committee can treat decisions taken at meetings, except those listed under item 5. below, as public information, which can be passed on to members, after the end of the meeting at which they are carried.
3. Once a decision is taken, all Committee members agree to “move on” and work on implementing the decision regardless of their own opinion.
4. Respecting the principle of personal free speech, Committee members are welcome to divulge outside of the Committee whether they themselves supported or opposed any motion, and their own views on the topic. Respecting the principle that good Committee decisions require open discussion, and each Member is entitled to make their own decision regarding disclosing their own views, individuals SHALL NOT disclose the margin of any vote or any other named individual’s vote or comments on any issue.
5. The following topics are STRICTLY NOT to be reported or commented upon under any circumstance:
 - a. Any issue discussed in camera.
 - b. Any issue referred to as “Confidential”, “Not for Release” “Legally Privileged” or similar.
 - c. Any personnel issue related to staff, Board or a member, including, but not only, staff compensation or other employment issues, discipline or personal information. Please refer to BC Soccer Privacy Policy.
 - d. Any issue related to legal or potentially legal issues.
 - e. Any issue related to commercial arrangements or contract negotiations.
 - f. Any issue related to individual BC Soccer members.
6. The President and Executive Director are the media spokespeople for Association, and all media enquiries are to be referred to them. The President may extend media commenting permission to other Directors for clearly non-contentious issues such as Provincial Cup coverage, volunteer appreciation, etc. BC Soccer press releases often include quotes from Board members. These will only be used if the Director has either supplied the quote or pre-approved a suggested quote.
7. Committee Members should stay in close contact with and help our membership, and give or find information about rules, policy, etc., promptly. However, to ensure information is accurate, and prevent members receiving contradictory advice, it is often useful to refer issues to the committee chair or staff member responsible to get the “official” BC Soccer position.
8. Any Committee with any real or perceived personal conflict of interest must declare that interest and absent themselves from debate/vote/comment on that topic. Please refer to the separate document ‘Conflict of Interest Disclosure’
9. Any Committee member wishing to act otherwise on a specific issue must obtain approval from the Committee Chair prior to action. Any Committee/Advisory Groups Chair can propose amending or revoking this Protocol to the Board at any time.