



BC Soccer Policy

Policy Type	Governance Policy
Created	June 2022
Revised	December 2022
Reviewed	Every 2 years
Policy Name	Standing Committees and Working Groups Policy

Policy Statement

The Board of Directors establish standing committees (per Part 6 in BC Soccer bylaws) and working groups to help carry out its responsibilities and gain recommendations from committee or working group members.

Purpose

To comply with the bylaws of the organizations and utilize Standing Committees and Working Groups to gain valuable input from its committee and working group members as well as community members.

Standards

- Standing Committees of the Board have a governing function assisting the Board in carrying out its responsibilities, including oversight, strategic planning, risk management, governance policy development, Director recruitment and Board self-evaluation.
- Working Groups of the Board will be established periodically to undertake a specific task or project that is to be completed within a defined period of time
- Working Groups of the Board are dissolved after they have completed the specific activities of that Working Group.
- Standing Committees and Working Groups are used minimally and will not interfere with the Board's roles and responsibilities so as not to interfere with directions from the Board to the Executive Director.
- Committee Chair nominates Alternate Chair; staff liaison also has an alternate agreed.
- Committee Chair is ultimately responsible for:
 - Calling and setting meeting date and times as per the documented meeting schedule.
 - The meeting content and materials.
- Staff and Chair discuss and agree agenda, reports, minutes, correspondence before distribution
- Staff will:
 - Coordinate with the Chair to distribute meeting notices, agendas, minutes, correspondence, "on behalf of the Chair" and all are provided to committee members at least 3 days prior to a committee meeting.
 - Take all minutes, for the Chair's initial review.
 - Circulate the meeting minutes, once approved by Chair, back out to all members within one (1) week of the meeting and again in next meeting information pack to be approved at that next meeting.
- Community members must communicate via the Committee Chair and not to staff directly.

Committee & Composition Structure

- The President selects and appoints the Standing Committee Chairs
- The President is a de-facto member of all committees and can attend any meeting.
- The Executive Director can also attend any meeting and provide guidance and input into any committee discussion.
- The available (and number) of committee member position will be determined by the President.

- Committee composition will be determined via an open and transparent call for nominations issued by BC Soccer every 3 years or more frequently to fill any vacancies.

Committee Composition

- The BC Soccer Board of Directors will select the committee members based on:
 - Expertise, knowledge
 - Enhance community engagement
 - Regional, gender, adult/youth representation

Community Committee Members

- Have a duty to BC Soccer overall and to contribute for the good of the game, and not for a specific member group or groups.
- Must submit a Criminal Record Check before they are able to attend their first meeting.
- Must sign and adhere to Conflict and Communication Code of Conduct before their first meeting.

Definitions

- **Board of Directors:** Those persons who have become directors of the Society in accordance with the BC Soccer bylaws and have not ceased to be directors.
- **President:** A person elected to the office of President of the Society in accordance with BC Soccer bylaws.
- **Community members:** Individuals from in and outside the soccer community that can add value to committee functions.

Guidelines

N/A

Applicable Operational Procedures

Committee Operating Procedures

Compliance to BC Soccer Governing Documents

In accordance with BC Soccer's "*Bylaws 3.4.a.ii*" all member organizations must comply with the applicable Bylaws, Rules and Regulations, Judicial Code and Policies, other Policies, decisions and directives of BC Soccer and the statutes, bylaws, regulations, directives and decisions of Canada Soccer, FIFA at all times

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