



## Committee Terms of Reference

<b>Committee Type</b>	Standing
<b>Committee Name</b>	Governance and Membership Committee
<b>Created</b>	In accordance with Part 6 of BC Soccer Bylaws
<b>Reviewed</b>	Annually
<b>Term</b>	November 2025 to November 2028

Advisory to the Board of Directors providing support on all matters of:

1. Governance and recommendations to the board and the membership on Constitutions, By-Laws, Rules and Regulations and Policies. Supplies oversight and supports compliance to the membership on regulatory matters.
2. Membership, including reviewing membership applications for consistency with Association vision and mission, and required compliance with BC Soccer's Constitution, By-Laws, Rules and Regulations.

**Membership:** The membership of the Governance Committee shall be comprised of a minimum of three members, two of which must be members of the Board of Directors. The Chair and Vice-Chair must be members of the Board of Directors.

The Committee Chair is provided the authority to approve associate membership annual renewals.

**Formation:** The Committee Chair is approved by the Board of Directors, upon a recommendation from the President of BC Soccer. The approved Committee Chair selects the Committee members that are approved by the Board of Directors. The Committee Chair will solicit feedback from Committee members upon resignation or completion of term.

**Terms:** All committee members shall be appointed for three (3) year terms ending at the annual general meeting of BC Soccer in November.

**Goal:** The goal of the Committee shall be to advise the Board of Directors on matters regarding governance of affiliated soccer in British Columbia and support the Board of Directors, including reviewing membership applications for consistency and required compliance with BC Soccer's Constitution, By-Laws, Rules and Regulations.

### **Deliverables:**

Governance related

1. Recommend amendments to the Constitution, Bylaws and Rules and Regulations as appropriate for submission to the membership at the appropriate General Meeting of BC Soccer.
2. Recommend new policies or bring forward policy matters to the Board of Directors.
3. Make decisions and recommendations as appropriate with respect to any governance matter including member submissions (i.e. amendments to district or league constitution, bylaws, rules and regulations).
4. Be responsible for delivering against additional board agreed priorities.

### **Deliverables:**

Membership related

1. Be responsible for reviewing new member applications.
2. Be responsible for reviewing the status of members.
3. Be responsible for delivering against additional board agreed priorities.

4. The Chair has the sole ability to approve Associate Membership Annual Renewals.

**Jurisdiction:** The Committee has no authority to make changes and may only advise the Board and the membership with respect to governance matters.

**Governance:** A quorum of the Committee will be a majority of its members; decisions on recommendations to the Board shall be for the most part by consensus, however, if a vote is necessary, a 2/3 majority of those in attendance is required. Staff members/liaisons do not hold a vote.

**Communications:** Communications shall be typically by online meetings, conference calls, face-to-face meetings and emails, as called by the Chair of the Committee based on the circumstances.

**Relationships:** The Committee is solely accountable to the Board of Directors and is advisory in nature to that board.

**Related Bylaws:** The Committee is created in accordance with Part 6 of the Bylaws of BC Soccer.

**Compliance:** Committee members shall be subject to the Board of Directors' policies regarding confidentiality, conflict of interest, privacy and harassment.

**Staff Liaison:** The Chief Executive Officer (or designate) shall appoint a staff member(s) as a liaison to the committee who shall participate as a non- voting member of the Committee.

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