



## **BOARD POLICIES**

### **The Board:**

- 1. Number:** shall consist of a minimum of five (5) and maximum of fifteen (15) members.
- 2. Qualification:** a member must be in good standing of the club, have a child registered in the club, have a clear child abuse registry, have a completed criminal record check and be eighteen (18) years or older.
- 3. Quorum:** a minimum of five (5) Board members shall form a quorum or 50% of the Board, whichever is greater. No business shall be transacted (no motions passed) at a Board meeting unless a quorum of the Board is present.
- 4. Voting:** all members of the Board can vote regardless of position they hold.
  - a.** Motions are passed when there is quorum at an in-person meeting and the majority of members at the meeting vote in agreement with motion.
  - b.** Voting can occur via email or electronic communication in between in-person meetings. The majority of Board members must vote in agreement with the motion to be passed. These motions will be recorded in the meeting minutes of the previous in-person meeting.
- 5. Attendance:** members are required to attend as many meetings as possible. After two (2) consecutive missed meetings, the President or designate will discuss with the member his/her commitment to the Board. After discussion and consultation with the remainder of the Board, the member may be requested to leave the Board. *Refer to point 8 Election and Removal for the process.*

## **6. Board Positions:**

**a. President:** when present, preside at all meetings of the Board of Directors. Such duties will include calling meetings to order, announcing the order of business, stating and putting all questions properly brought before the Board as well as persevering order and decorum. You must be on the Board for a minimum of one (1) year before you can be elected President.

**b. Vice President:** will perform all the duties of the President in the absence or inability or unwillingness to act of the President. You must be on the Board for a minimum of one (1) year before you can be elected Vice President.

**c. Registrar:** will be responsible for setting up classes and registration. This will be done in conjunction with the Lead Coaches for each program. You must be on the Board for a minimum of one (1) year before you can be elected Registrar.

**d. Treasurer:** will (a) oversee the care and custody of all the funds of the Club and shall deposit the same in the name of the Club in such bank or banks or with such other depository or depositories as the Board of Directors may direct as well as maintain proper records of such activities; (b) make payments on behalf of the Club; (c) verify the payments of bills from officers and committees to ensure that they are clearly authorized and that the original receipts for expenditures are attached; (d) provide an oral presentation statement with respect to the Club's finances at every meeting of the Board of Directors; (e) provide a complete statement of the financial position of the Club at the Annual General Meeting of the members. The Treasurer may be required to give such bond for the faithful performance of his/her duties as the Board of Directors in its uncontrolled discretion may require but no director shall be liable for failure to require any such bond or for the insufficiency of any such bond or for any loss by reason of the failure of the Club to receive any indemnity thereby provided. You must be on the Board for a minimum of one (1) year before you can be elected Treasurer.

**e. Secretary:** will record meeting minutes for each Board meeting and send to all Board members, keep an electronic copy of minutes along with a paper copy and when his/her term ends, provide all meeting notes to the next Secretary. When a motion is made and passed via email or other electronic communication, the Secretary will add those motions and outcome to the previous month's minutes. The secretary will update the Board Policies as new policies are passed. You must be on the Board for a minimum of one (1) year before you can be elected Secretary.

**f. Fundraiser Chair:** will be in charge of the fundraising team to plan and execute fundraising options. The Fundraiser Chair will report to the Board the costs and profits of each fundraiser.

**g. Volunteer Coordinator:** will organize all the volunteers and their positions. The Volunteer Coordinator will keep track of those that have not completed their volunteer tasks and advise the Board so invoices can be sent to those individuals.

**h. Human Resources:** will hire coaches and will review their proposed contracts with the Board prior to signing with the coaches. Human Resources will communicate directly with the coaches about any issues. Human Resources will provide the Board with a monthly oral report of communication with coaches.

**i. Competition Director:** will be in charge of the home competition. Competition Director will work closely with the Lead Competitive Coach, gym manager (if one in place) and Board members to ensure the competition runs smoothly. Competition Director will delegate duties to other Board members, volunteers and coaches.

**j. MMGC Gear Coordinator:** will order competition suits and jackets and MMGC gear.

**k. Social Media and Marketing Director:** will be in charge of marketing and posting announcements on social media.

**l. Parent Liaison(s):** if parents have concerns about coaches, the club or anything else they will bring their concerns to this Board member. The Parent Liaison will bring these concerns to the Board to discuss how to address them.

**m. Events Coordinator:** will plan events as determined by the Board. This will include Display and Picture Day.

**n. Member at Large:** will help as needed.

**7. Yearly Report:** Each Board member holding a position shall submit a yearly update of tasks completed, recommendations for the future year and any outstanding tasks.

**8. Election and Removal:** An individual must be voted into the above position. Someone must nominate the person, seconded it and majority must vote in favour. If there is more than one person nominated for a position, then a secret ballot vote should take place. If a person leaves that position before the term ends a new nomination occurs for that vacancy, that position holds the term until the previous person's position expires. Throughout the term, the Board can vote to have a member vacate their role. Should this occur, then that position will be filled in the same manner noted above; nomination and voting.

**9. Term Length:** Executive Positions (President, Vice President, Registrar, Treasurer and Secretary) terms are two (2) years in length. For all other positions, terms are one (1) year in length. Voting for new positions or terms that have expired should occur on or about every June, as this is the start of the new fiscal year for the Club.

**10. Board Incentive:** Board members who have completed a full term will receive a \$100 discount for their gymnast the following Club year and every year thereafter that they have served.

**11. Board Retirement:** When Board members retire from the Board, they will receive a gift of \$100 after two (2) years served and then \$50 for each consecutive year thereafter.

**12. Completion of Legal Documents:** Contracts, documents or instruments in writing requiring the signature of the Club may be signed by the President or Vice President together with the Treasurer. The Board can authorize, through resolution, other Board members to sign contracts, documents or instruments.

**13. Cheques, Drafts and Notes:** All cheques should be signed by two (2) of the following Board members: Treasurer, President, Registrar or another member whom the Board authorizes through resolution.

**14. Financial Year:** The financial year of the club shall end on the 31st day of May in each year, or such other date as the Board from time to time determines through resolution.

**15. Purchases:** All purchases not listed within the Budget and/or over \$500 must be pre-approved by the Board through resolution.

**16. Refund Policy for Gymnasts:** Refunds are given on a pro-rated basis within the first four (4) weeks of the gymnastic season. The MGA fee is non-refundable.

If a gymnast, for medical reasons with a doctor's note, is no longer able to participate in gymnastics after the four (4) week period, he/she could bring the situation and a request for a refund to the Board. The Board's decision on whether a refund will be provided is final.

## **The Gym:**

**17. Set Up and Take Down:** The club will pay \$30/person who assists with set up and/or take down of the gym equipment with a maximum of five (5) people for each set up and take down.

**18. Inclement Weather:** All classes that start before 4 p.m. will be cancelled if Western School Division has cancelled classes due to inclement weather. Classes after 4 p.m. will only be cancelled after a discussion between the Lead Coaches and Human Resources to determine if there are enough coaches available to coach. If there are enough coaches, classes will run for those that can make it safely. Human Resources can reach out to other Board members to make the decision. A decision should be made by 3 p.m.

## **The Coaches:**

**19. Courses:** The courses for coaches to maintain certification will be paid for by the Club. However, the time they spend doing the courses will not be paid for.

**20. Time Sheets:** These are to be filled out by coaches monthly and submitted to the Treasurer for payment. It is the coach's responsibility to submit their time sheets to be paid.

**21. Child Abuse and Criminal Record Checks:** All coaches and coaches in training must have a clear Child Abuse Registry check completed before working on the floor. All coaches over eighteen (18) must have a clear criminal record check before being on the floor.

**22. Lead Coaches Spending:** Lead Coaches can spend up to a maximum of \$100 for incentive prizes or other items for their program. Lead Coaches are expected to keep track of the spending and submit receipts. Treasurer will record the same.

**23. Expenses for Competitions:** For every competition, the Club will send two (2) coaches and pay their hourly rate while the competition is occurring. The Lead Competitive Coach determines the coaches that go. If more than two (2) coaches are required, the Board must approve this. For each competition, the Club will pay the coach's mileage, but the coaches must car pool. The club will pay for a hotel for the coaches if the competition is an entire weekend (2 plus days). The hotel room will be shared. Any other circumstances the Board must approve.

**24. Coaches Pay scale:** *Refer to attached Appendix A.*

## **Appendix:**

A. Coaches Pay Scale

B. Board Positions Duties

C. Monthly To Dos

## **Appendix B - Board Positions Duties:**

### **President:**

- run all Board meetings
- keep things running smoothly
- address needs and concerns as needed

### **Vice President:**

- act as President when President isn't available

### **Registrar:**

- work with Lead Coaches to set up classes and registration
- work with Social Media and Marketing Director to have posts about registration
- update price list
- open registration
- email out registration instructions
- make sure everyone is registered
- answer emails
- take care of Jumpstart/Kidsport applications
- check class numbers
- make sure policies are added to the registration
- enter payments (payments can be made in full or 2 parts: Registration Day and September 1<sup>st</sup>)

### **Treasurer:**

- pay coaches
- give monthly financial updates
- pay rent
- issue reimbursement cheques
- make deposits
- make sure payments have been received
- invoice Safe Grad committee annually \$150 for storage

### **Secretary:**

- take minutes at each meeting, type them up and distribute them
- update the Board Policies handbook

### **Fundraising Chair:**

- be in charge of the fundraising team
- contact the company(ies) we are fundraising with and set up details, dates etc. with them
- set up fundraiser(s)
- make fundraiser forms
- print and send out fundraiser forms so that coaches can send them home
- make a fundraiser spreadsheet for tracking who has returned and how much they need (spreadsheet is on the Gym laptop desktop and can be copied for the next year)
- take fundraiser forms into the company(ies), pay for them and pick them up when ready

- sort fundraiser cards
- distribute the fundraiser forms (send home with gymnasts at the end of the class)
- volunteers will sign up to help with collecting, sorting, and handing out fundraising items

### **Volunteer Coordinator:**

- enter all volunteer tasks in Uplifter and confirm at the end if parents completed tasks
- monitor emails
- email out new volunteer updates
- organize the cleaning of the gym (ensuring clean cloths, solution, etc.)

### **Human Resources:**

- hire coaches and sign their contracts (another Board member can help with this too)
- assign coaches to Lead Coaches
- be on Lead Coaches Whatsapp coaching chat
- accept monthly reports from coaches and present/give to the Board at the next meeting
- be a liaison between the Lead Coach, coaches and Board (does not need to handle things, just be the go between person between the coaches and Board)

### **Competition Director:**

- Board member in charge of all thing's competition
  - committee can be put in place to help through volunteer sign-up
  - helping Lead Competitive Coach with emailing
  - helping Lead Coach select competitions, filling spreadsheets for uniform ordering, getting the word out to parents, registering for competitions and booking home competition
  - for the home competition, registering/filling out the sanction form for home competition due in June and booking the Access Events Centre
  - moving necessary equipment over the weekend of competition if needed
- \*These don't necessarily need to be done by the Competition Director, but they should be in communication with the Lead Competitive Coach to make sure these things are done.

### **MMGC Gear Coordinator:**

- contacting clothing vendor in September about MMGC gear and presenting what we can offer or source another option
- making an order form
- set up an ordering system (ie. in-person with samples, on-line, etc.)
- distribute clothing with MMGC Gear volunteers
- will order competition suits and jackets

### **Social Media and Marketing Director:**

- be in charge of social media:
- updating storm closures
- posting lost and found, announcements and reminders, etc.
- answering and directing social media messages and comments
- will work closely with all areas in taking care of their social media needs
- will be in a Whatsapp group with the Head Coaches so that they can all communicate social media needs

**Parent Liaison(s):**

- will advise the Board of a parent concern so that that Board can together make a decision on how to resolve it

**Events Coordinator:**

- will plan the events like the Display and Picture Day

**Member at Large:**

- help where needed

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