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# 8. Committees

Clubs may wish to create committees to get different governance work completed. Appropriate structure and use of board committees can enhance the efficiency and effectiveness of the board.

Committees can be useful for studying an issue in order to make recommendations, taking on a project or organizing an event. Committees are a valuable mechanism for involving people, sharing the work, ensuring that different perspectives are incorporated and cultivating volunteer leaders.

However Committee meetings on top of board meetings may causes “burn out” of volunteer directors. The expectation of meetings upon meetings can make it harder to recruit people to the boards in the first place. Committees can also waste valuable volunteer and staff time when their work is subject to a thorough re-examination by the board itself.

## 8.1 Nomination Committee

A nomination Committee is responsible for nominating board candidates, ensuring that the size, leadership and composition of the board are appropriate, and overseeing governance structures and policies (including committee structure, conflict of interest and other policies, and bylaws).

**Nomination Committee Resources:**

* <http://oodp.ca/wp-content/uploads/downloads/2013/09/OODP-Nominating-Committee-Resource-Sept-2013.pdf>
* <http://www.sport4ontario.ca/Groups/PSOC%20Resource%20Library/Risk_Management_Guide_4_Community_Sport_Orgs.pdf>

##  8.1.1 Sample Nominating Committee Policy

**1. Purposes and Mandate**

1.1. The Nominating Committee is a standing committee of the Board responsible for assisting the Board in discharging its responsibilities related to:

1.1.1.  Ensuring that the organization has on a continuing basis the Board of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Insert Club Name)* is composed of high-quality candidates with the necessary skills, commitment, and leadership

1.1.2.  that new Directors are oriented and mentored.

1.1.3.  that the Annual Meeting is well planned.

**2. Composition/membership**

2.1. The committee will consist of 3 persons, the President and two (2) members or Directors of the club.

**3. Frequency of meetings:**

3.1. The committee will meet at least at least three (3) times per year, and additionally as required. Meetings will be at the call of the Chair.

**4. Roles and responsibilities**:

4.1. Mentorship

4.1.1. Provide a recommendation to the Board as to an orientation plan for newly elected Directors and newly appointed Board committee members (including any changes to the Board and Board orientation manual) and implement the plan.

4.2. Recruitment and Selection of new Directors

4.2.1.  Liaise with the Board to review the composition and recruitment requirements of each committee.

4.2.2.  Develop and review annually the Board Skills Matrix to ensure its categories capture relevant skills (both generally and in terms of achieving the strategic directions of the organization) and diversity, its content provides an accurate composite picture of Directors’ and Board committee members’ relevant strengths and weaknesses, and its presentation ensures it can be understood ‘at a glance’.

4.2.3. Advise the Board as to whether a call for prospective candidates is required to fill pending Board and/or Board committee positions; recruit prospective candidates for the Board and for Board committees.

4.2.4. Develop or review the interview format, process, and tool for prospective candidates to ensure they address all relevant skills and types of diversity needed.

4.2.5. Conduct a search for prospective Board and committee members annually, or as required.

4.2.6. Conduct interviews with short-listed candidates, and provide recommendations to the Board as to which candidates should be proposed to the membership to fill vacant Board positions.

4.2.7. Receive and verify nominations for Board of Directors and verify that those nominees are members, in good standing, and over the age of 18 years.

4.2.8.  Present a list of candidates to the AGM, where vacancies exist.

4.2.9.  Prepare a list bearing the names of all nominees, including its own recommendations, and shall forward a copy of the list signed by the committee Chair to the Secretary no later than five (5) business days prior to the date of the Annual General Meeting.

4.2.10. Prepare ballots if necessary.

4.2.11. On an as-needed basis, recommend to the Board any candidates for the Board to appoint mid- term, should a Board member resign before their term is up.

**5. Term**

5.1 Members of the Committee will serve terms of one year, and this term may be renewed to a maximum of three terms. The Board will promote continuity on the Committee by ensuring that in any given year no more than two new members are appointed.

## 8.2 Fundraising Committee

Fundraising is an important and critical issue for clubs. Creating a fundraising committee can allow for a more effective and efficient way of raising club funds..

It is the job of the fundraising committee to create a plan that will guide the organization in seeking out and securing funding from an array of outside sources. The committee must identify and communicate with potential donors to support the work of the club

**Sample Policy of Fundraising Committee:**

A Fund Raising Committee is to be established at the start of each season to ensure the continued operation of the Club. At least one Director of the Club shall sit on the Committee and any member of the Club qualifies for committee membership.

## 8.3 Technical Committee

To ensure proper technical guidance and instruction for its members a Technical Committee can be an effective way of ensuring a sound technical program is delivered to all members including players coaches and parents. Creating this type of committee can be in lieu of a Technical Director.

The Technical Committee should be comprised of independent senior/ experienced and certified coaches, to provide technical advice and guidance for the Club. If no type of committee is available the Board may seek guidance and technical advice from the Volleyball BC Regional Coach.

\* Note it is strongly suggested that Clubs appoint a Technical Director or Coach.

# 8. Board of Directors Code of Conduct/ Ethics

## 8.1 Template of Code of Conduct/Ethics of Board Members

**Code of Ethics for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_ (*Insert Club Name*) ‘s Board of Directors**

**Statement of Commitment**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_understand that as a board member/ director of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Insert Club Name*), I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the club, and will act responsibly and prudently as its steward. My behavior as a board member will be consistent with the values and mission of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Insert Club Name*).

Therefore, as a board member/director of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Insert Club Name*), I acknowledge and commit that I will observe a high standard of ethics and conduct as I devote my best efforts, skills and resources in the interest of organization name and its members. I will perform my duties as board member/director in such a manner that members’ confidence and trust in the integrity, objectivity and impartiality of organization name are conserved and enhanced. To do otherwise would be a breach of the trust, which the membership has bestowed upon me.

**General Guidelines**

1. I will always hold the betterment of the membership of the organization as my priority, including during all participation in discussions and voting matters.
2. I will work in good faith with staff, volunteers, and other board members as partners towards achievement of our goals.
3. I will attend board meetings, any committee meetings and special events as needed
4. I will contribute to the board of directors with any suggestions of ways to improve the organization’s policies, standards, practices or ethics.
5. I will participate and take responsibility for making decisions on issues, policies and other board matters.
6. I will act in the best interest of the organization, and excuse myself from any discussion where I have a conflict of interest, whether real, potential, or perceived.
7. If the board decides at any time during a meeting that I have a conflict, I will accept their request and refrain from participating in the discussion and will leave the meeting at the board’s request. I understand that the board’s decision will be recorded in the minutes, either with or without the reasons for the decision being also recorded.

**Privacy and Information**

1. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a board member, and that is not generally available to membership
2. I will protect the organizations information closely and will not release or share confidential information without the permission, preferably in writing, of the person who provided it
3. I will maintain confidentiality of all information which the board deems ought to be kept confidential

**Resources**

1. I will be mindful of resources that are in my trust on behalf of the club.
2. I expect to be reimbursed for legitimate expenses incurred by myself for the sake of the organization. I will keep all such expenses reasonable and justifiable and will discuss expenses which may be in question with the organization’s president.

**Representing the Organization**

1. As a board member, I understand I represent the organization informally and formally to other clubs, organizations and business representatives. I recognize that it is important I represent the organization in a way as to leave others with a positive impression of the organization.
2. I will preserve and enhance the good reputation of the organization and will avoid behavior that might damage its image.

**Interpretation & Enforcement**

1. The president of the organization shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.
2. The president is ultimately responsible for immediate interpretation, application, and enforcement of the board members’ code of ethics policy. All complaints concerning a possible code of ethics violation shall be made in writing to or by the president with a copy provided to the complainant.
3. The president shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant.

I have read and I accept  (*Insert Club Name*)’s Code of Ethics for Board Members.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board Member/ Director Signature