



**Building Healthy Minds and Bodies since 1977**

## **8.1 OKANAGAN GYMNASTICS CENTRE BOARD GOVERNANCE POLICY**

### **PURPOSE**

The purpose of the Board of Directors (Board) is to govern the Okanagan Gymnastics Centre (OGC), represent the membership and direct OGC to meet the mission and mandate for the members and community within the available resources.

The Board of Directors is the legal entity and authority for OGC, under the Society Act, and successor legislation including the Societies Act. The Board provides an equitable approach, oversight, leadership, direction and sets policy to ensure that OGC can fulfill the mission, mandate and strategic plan.

### **POLICY**

#### **Principles of Governance**

- The Board is a corporate entity, meaning that power and authority rests with the Board, and not its individual members.
- Individual Board members have no specific powers or authority, except as specified by the Board.
- The Board speaks with a single voice, reflecting direction and decisions made at board meetings.
- The Board will maintain a primary focus on 8 specific responsibilities:
  - a. Recruit, hire and monitor the performance of the Director of Operations
  - b. Define the Okanagan Gymnastics Centre's mission, vision and values
  - c. Set strategic direction
  - d. Set and approve governance policy
  - e. Approve a budget and monitor finances
  - f. Focus attention to results expected
  - g. Within the Board framework, advocate for members and athletes
  - h. Communicates to the community as appropriate
- The Board leaves the management of the organization to the Director of Operations.

## PROCEDURE

### ROLES AND RESPONSIBILITIES OF THE BOARD, Director of Operations, and Staff

<b>BOARD</b>	<b>Director of Operations</b>	<b>STAFF</b>
Governs OGC	Manages and administers the day-to-day operation of OGC	Carries out the work of OGC
Sets policies and vision for OGC	Assists the Board in clarifying client needs/problems.	Understands the clients and OGC. Identifies gaps in policy and implementation of policies
Ensures procedures are established to implement policy	Directs policy implementation and administers the organization	Makes decisions within policy guidelines and establishes procedures
Approves budget and ensures sufficient funds to meet it	Prepares budgets and manages the financial resources	Identifies resource needs and accounts for expenditures
Approves the personnel policy. Hires, counsels and evaluates the Director of Operations	Prepares and implements the personnel policy. Hires, supervises and evaluates the staff.	Accepts the conditions of work as outlined in the personnel policy. Works as a member of a professional team.
Authorizes long and short-term plans	Prepares long and short-term plans	Contributes concise and accurate information to the planning process.
Serves as a review panel providing expertise, wisdom and an objective viewpoint	Provides professional expertise and objective reactions to the Board	Provides professional expertise and opinions to the Director of Operations.
Monitors OGC's operation	Reports to the Board and acts as a liaison between staff and Board. Evaluates program achievements and reports to the Board on progress implementation.	Maintains required records and reports of program implementation. Provides feedback or program impact.
Promotes OGC to the community	Seeks community support	Represents OGC in the community
Maintains and builds the Board. Establishes a structure to carry out the Board's work.	Acts as an ex-officio member of all Board committees. Supports the board in fulfilling its function. Attends committee meetings as requested.	

APPROVED BY OGC BOARD OF DIRECTORS OCTOBER 27, 2016