



Policy Name BOARD OF DIRECTOR NOMINATIONS POLICY		Date of Approval September 26, 2025	Activation Date October 2, 2025
<i>Approved By</i> Board of Directors	<i>Linking To</i> 1. Board of Directors Policies 2. Committees Policies and Procedures 3. GymBC Bylaws		<i>Replacing Previous Version</i> N/A
<i>Review Cycle</i> Reviewed annually by the Nominations Committee with recommendations to the Board of Directors			

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1.0 Authority of the Board of Directors

- 1.1 In accordance with Gymnastics BC's Bylaws "*the Board will have the authority and responsibility to manage or supervise the management of the property and the affairs of the Society*". To accomplish this, the Board of Directors will:
- (a) govern the organization by operating in alignment with and maintaining its Bylaws;
 - (b) approve, direct and establish all matters of policy;
 - (c) set the strategic direction;
 - (d) approve budgets and oversee the financial position;
 - (e) assess organizational risk and develop mitigation strategies; and
 - (f) hire and evaluate the CEO, and formulate leadership succession plans.

2.0 Role of Directors

- 2.1 Director roles, responsibilities and expectations are outlined in the [GymBC Board of Directors Policy](#), and include but are not limited to:
- (a) a legal responsibility to duty of care and duty of loyalty;
 - (b) fulfilling their responsibilities in an impartial manner and to the benefit of GymBC at all times;
 - (c) acting professionally, ethically and with integrity and in support of GymBC and all decisions made by the Board;
 - (d) following the Confidentiality and Conflict of Interest Policy;
 - (e) fulfill GymBC screening requirements and professional development expectations;
 - (f) working collegially and in collaboration with other Directors and staff;
 - (g) regularly attending GymBC Board meetings and functions and being adequately prepared;
 - (h) committing to active participation in GymBC committees;
 - (i) actively participating in Board evaluation and planning efforts;
 - (j) committing to and acting in a manner that aligns with the GymBC Code of Ethics.

Please refer to Appendix A for Director and Officer role descriptions.

3.0 Board Structure

- 3.1 The Gymnastics BC (GymBC) Board comprises a minimum of eight (8) and maximum of ten (10) Directors, all of whom are voting members. The Board may create additional positions, as required, subject to approval of the Voting Members at the Annual General Meeting.
- 3.2 Four (4) Directors-at-Large are elected to two-year terms by the members at the GymBC Annual General Meeting. These Directors are elected on staggered terms with two elected in even numbered years and two elected in odd numbered years.
- 3.3 Four Technical Chairs are elected to two-year terms by the Voting Members at the GymBC Annual General Meeting after having been selected as their discipline's nominee at their respective Technical Assembly. Specifically, these positions are representative of:
- (a) Gymnastics for All (GFA) Technical Chair nominated by the GFA Assembly;
 - (b) Men's Artistic Gymnastics (MAG) Technical Chair nominated by the MAG Assembly;
 - (c) Trampoline Gymnastics (TG) Technical Chair nominated by the TG Assembly;
 - (d) Women's Artistic Gymnastics (WAG) Technical Chair nominated by the WAG Assembly.

- 3.4 The Technical Chairs are elected on staggered terms with the TG and WAG Technical Chairs elected in



even numbered years and the GFA and MAG Technical Chairs elected in odd numbered years.

3.5 At its discretion, the Board of Directors may appoint up to two (2) additional Directors-at-Large as it deems appropriate.

3.6 The CEO is ex officio and a non-voting member of the Board.

3.7 During its first meeting following the Annual General Meeting, the Board of Directors shall appoint the Officers of the association, namely the Board Chair, Vice-Chair and Director of Finance.

4.0 Election Schedule

4.1 In order to maintain staggered terms of office, Directors will be elected at the Annual General Meeting on the following schedule:

2025 and subsequent odd numbered years	2024 and subsequent even numbered years
Director-at-Large 1	Director-at-Large 2
Director-at-Large 3	Director-at-Large 4
GFA Technical Chair	TG Technical Chair
MAG Technical Chair	WAG Technical Chair

See Appendix B for a current list of GymBC Board members and their election cycle.

4.2 Each term of office commences immediately following the GymBC Annual General Meeting, or in accordance with the Bylaws if the election was held at any other general meeting or made by appointment.

5.0 Nomination Criteria and Eligibility

5.1 All nominees are subject to the following criteria:

- (a) must be at least eighteen (18) years of age;
- (b) not have been found by any court to be incapable of managing their affairs;
- (c) not be an undischarged bankrupt;
- (d) not have been convicted of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, in each case in the time periods and circumstances prescribed by the [Societies Act](#);
- (e) be a resident of British Columbia;
- (f) a Person need not be a GymBC Participant to be nominated for election or appointment;
- (g) notwithstanding 5.1(f), if a GymBC Participant is nominated, they must be in good standing in order to be nominated and must remain in good standing in order to stand for election;
- (h) be nominated by a GymBC Participant;
- (i) notwithstanding 5.1(h), an eligible Person may nominate him or herself, and the nomination must be signed by the Person and by one (1) other GymBC Registrant/Participant;
- (j) consent to the nomination prior to the election;
- (k) be elected or appointed in accordance with the Gymnastics BC Bylaws;
- (l) upon election or appointment, comply with the GymBC Bylaws and policies and fulfill all prescribed Board screening, training, and orientation.

5.2 Non-compliance with the criteria listed above will result in the forfeiture of the nomination and/or elected position.



5.3 Based on an assessment of the knowledge and skills required for an effective board of directors and the current knowledge and skills of the current Board of Director, GymBC is seeking candidates for the Board of Directors with the following skills or areas of expertise:

Specific Skill/Knowledge	Rationale
Financial Management/Accounting	Key duty of the Board. Limited direct knowledge/skill.
Legal and Policy Development	High risk safe sport requirement
Governance, Leadership, Meeting Management, Parliamentary Procedures	Good governance standard
Diversity, Equity & Inclusion	Key safe sport objective
Conflict and Dispute Resolution	Key safe sport objective
Risk Assessment & Management	Key safe sport objective

5.4 All GymBC Directors are subject to the following eligibility limitations:

- (a) In order to encourage broad representation from the GymBC membership and to avoid circumstances where multiple Directors may have a conflict of interest in relation to a matter, Directors-at-Large cannot have an affiliation or interest in the same Member Club.
- (b) **Employees of Gym BC** are not eligible to serve on the Board of Directors. Employees are those who are employed full- or part-time by Gymnastics BC to a staff position, or who receive more than \$10,000.00 in honoraria or other compensation (excluding expense reimbursements) annually from GymBC, or are part of the GymBC reporting structure and for whose actions GymBC accepts responsibility.
- (c) **Independent contractors** doing business with GymBC may serve on the Board of Directors provided they make full disclosure of their interests to the Board and abide by the GymBC *Confidentiality and Conflict of Interest Policy*. If the contract work with GymBC is such that volunteer involvement is not appropriate, that will be noted in the Service Agreement of the Contractor. Individuals who receive a fee-for-service or honorarium for activities, including but not limited to, coach and judge developers (learning facilitator and/or evaluators) or serve as a judge, are not considered Independent Contractors for the purposes of their eligibility to be nominated as a Director.
- (d) **Employees of other sport bodies**, such as clubs or provincial/national sport organizations, and members of the Boards of other organizations, are eligible to serve on the GymBC Board provided they make full disclosure of their interests to the Nominations Committee and GymBC Board and abide by the GymBC *Confidentiality and Conflict of Interest Policy* and procedures.
- (e) GymBC Directors may sit on the **Board or Executive of other sport bodies**, or be a Club Owner or Director of a GymBC Member Club, but must make full disclosure of their interests on these other organizations to the GymBC Board, in accordance with the GymBC's *Confidentiality and Conflict of Interest Policy*.
- (f) An individual may hold only one position on the GymBC Board. If an individual wants to run for or be appointed to another position on the Board, he or she must first resign from their current position in order to be eligible.
- (g) If a GymBC Director wishes to apply for a staff position, they must inform the Board Chair, in confidence, before proceeding with the application.
- (h) If a GymBC Director successfully applies for a staff position, they must resign from the GymBC Board before accepting the staff position.
- (i) All GymBC Directors are volunteers. There is no financial remuneration other than out-of-pocket expenses incurred in the course of performing Director duties.



6.0 Nomination Procedures

6.1 All nominations must be aligned with the following procedures:

- (a) Nominations must be made in writing, on a form provided by GymBC;
- (b) No Person is permitted to nominate more nominees than the number of Director positions available for election;
- (c) Nominations must be submitted by 11:59 PM fourteen (14) days in advance of an election (2025: **October 22 at 11:59 PM**);
- (d) Late submissions will not be accepted;
- (e) Nominations from the floor will not be permitted;
- (f) Incomplete nomination forms will result in the forfeiture of the nomination;
- (g) GymBC will contact the nominees to confirm acceptance of the nomination;
- (h) Upon acceptance of the nomination, each nominee will be asked to complete the Board Skills Self-Assessment and to provide a head shot.

6.2 At a minimum, the nomination form will include:

- (a) Personal information about the nominator, including their club affiliation;
- (b) Personal information about the nominee, including their club affiliation;
- (c) Questions seeking to highlights the nominees experience and qualifications for the role;
- (d) A declaration and signature of the nominator.



Appendix A: Officer and Director Role Descriptions

Officers of the Board

During its first meeting following the Annual General Meeting, the Board of Directors shall appoint the Officers of the association, namely the Board Chair, Vice-Chair and Director of Finance.

Board Chair

The Chair is the Chief Volunteer of Gymnastics BC. Reporting to the Members and to the Board of Directors, the Chair:

- (a) when present, presides at all meetings of the Board and at the AGM;
- (b) has general supervision of the affairs and the business of Gymnastics BC;
- (c) is, ex officio, a member of all committees;
- (d) is a partner with the CEO in achieving Gymnastics BC's mission;
- (e) appoints the Chairs of non-technical committees in consultation with other Directors;
- (f) chairs the Personnel Committee which formally evaluates the performance of the CEO, informally evaluates the effectiveness of Directors, and monitors financial planning and financial reports;
- (g) chairs the Governance Committee;
- (h) is a member of the Finance and Audit Committee;
- (i) stays in touch with committee Chairs, technical and of the Board, to be sure that their work is carried out and identifies Board action to be taken on committee recommendations;
- (j) discusses issues confronting Gymnastics BC with the CEO and reviews with him or her any issues of concern to the Board;
- (k) helps guide and mediate Board actions with respect to organizational priorities and governance concerns;
- (l) leads the Board's annual review of its performance.

Vice Chair

Reporting to the Board of Directors, the Vice Chair:

- (a) acts as Chair and fulfils the Chair's responsibilities when the Chair cannot be available;
- (b) assists the Chair and staff to achieve Gymnastics BC's mission;
- (c) is a member of the Finance and Audit, Personnel and Governance Committees;
- (d) chairs the Awards Committee;
- (e) in consultation with GymBC staff, acts as a liaison between the Zones and GymBC.

Director of Finance

The Director of Finance is the Chief Financial Officer of Gymnastics BC.

The Director of Finance:

- (a) manages the Board's review of and action related to its financial responsibilities;
- (b) works closely with the CEO and staff to develop financial policies and procedures, as well as ensure sound management and maximization of cash and investments;
- (c) chairs the Finance and Audit Committee;
- (d) is a member of the Personnel Committee;
- (e) ensures Board review of financial policies and procedures;
- (f) presents the annual budget to the Board for approval;
- (g) presents the audited statements of Gymnastics BC to the members at the Annual General Meeting;
- (h) is a signing officer as it relates to financial matters.



Technical Committee Chairs

The Chairs of the Men's Artistic Gymnastics Technical Committee (MTC), Women's Artistic Gymnastics Technical Committee (WTC), Trampoline Gymnastics Technical Committee (TGTC), and Gymnastics For All Committee (GFA) are nominated by their respective technical assemblies to the GymBC Board of Directors and elected by the Members at the Annual General Meeting. The MAG and GFA Technical Chairs are elected in odd numbered years and the TG and WAG Technical Chairs are elected in even numbered years.

Each Technical Committee Chair:

- (a) leads the Technical Committee in its mandate to develop gymnastics throughout BC;
- (b) liaises with applicable staff regarding technical budget processes and operations;
- (c) reports to the Board of Directors on the Technical Committee's decisions and recommendations;
- (d) works closely with the CEO and with Gymnastics BC staff to support and administer their committee's operations;
- (e) assigns work to the Technical Committee members;
- (f) sets the agenda and runs the Technical Committee meetings, and ensures the distribution of technical committee meeting minutes;
- (g) serves as a member of other Board committees as invited by the Chair.

Directors-at-Large

Directors-at-Large:

- (a) attend and contribute to all Board meetings;
- (b) serves as a member of other Board committees as invited by the Chair;
- (c) are assigned responsibilities based on their experience and interests.



Appendix B: 2024-2025 GymBC Board of Directors

Role	Position	Name	Appointments	Key Skills	2025 Nominee
DAL 1	Chair	Chantelle Yates	Chair, Governance Committee Chair, Personnel Committee Finance Committee Athlete Eligibility Committee	Volunteer Engagement Community Organizing Leadership People Management Risk Management Safe Sport Strategic Planning Sport-specific Program Delivery Event Planning	Yes
DAL - Appointed	Vice-Chair	Livia Lau	Chair, Awards Committee Finance Committee Personnel Committee	Strategic Planning Leadership People Management Diversity, Equity & Inclusion Organization Design	Appointed – 1 year
DAL 3	Director of Finance	Jennifer Lyster	Chair, Finance Committee Governance Committee Personnel Committee	Governance Conflict & Dispute Resolution Strategic Planning Volunteer Engagement Event Planning Financial Management	Yes
Assembly Nominee	GFA Technical Chair	Catou Tyler	Chair, GFA Tech Committee Finance Committee	Financial Management Public Speaking & Outreach Meeting Management & Parliamentary Procedures Policy Development Risk Assessment & Management	Serving Year 2 of 2*
	MAG Technical Chair	Michael Hood	Chair, MAG Tech Committee Governance Committee	Sport-specific Program Delivery Governance Policy Development Safe Sport	Serving Year 2 of 2*
	TG Technical Chair	Jill Drake	Chair, TG Tech Committee	Sport-specific Program Delivery Community Organizing Diversity, Equity & Inclusion Safe Sport	Serving Year 2 of 2*
	WAG Technical Chair	Jesse Jakins	Chair, WAG Tech Committee Finance Committee	Sport-specific Program Delivery Capacity Building Leadership People Management Event Planning Public Speaking & Outreach	Serving Year 2 of 2*
DAL 2	Director-at-Large	Jennifer Coimbra	Awards Committee Personnel Committee	Volunteer Engagement Community Organizing Event Planning Diversity, Equity & Inclusion Leadership People Management Marketing & Communications	Serving Year 2 of 2
DAL 4	Director-at-Large	Kyna Fletcher	Governance Committee Awards Committee Personnel Committee	Strategic Planning Volunteer Engagement Community Organizing Sport-specific Program Delivery Safe Sport Event Planning	Serving Year 2 of 2
DAL - Appointed	Director-at-Large	Vacant			Appointed – 1 year

* All technical chairs were elected to 2-year terms in 2024. To comply with staggered term requirements, the MAG and GFA Technical Chairs will be elected to 1-year terms in 2026 and the TG and WAG Technical Chairs will be elected to 2-year terms in 2026.