



Terms of Reference: Policy and Governance Committee

1. **Mandate:** The Policy and Governance Committee is an appointed committee of the Board of Swim BC as per Article 8, Section 8.01 of the Swim BC Bylaws.
2. **Purpose:** The Policy and Governance Committee is responsible for maintenance and general oversight of all Swim BC documents to ensure that they are current and in accordance with industry standards, including but not limited to the Swim BC constitution, bylaws, policies and procedures, terms of reference, etc.
3. **Key Duties:** The Committee will monitor all Swim BC documents, and where necessary provide recommendations to the Board of Directors for amendments or drafting of new policies or documents. The committee will seek the advice and comment of subject matter experts as it deems appropriate.
4. **Policy Responsibility**
 - i. Oversight of all Swim BC Governance, Administrative, and Safe Sport policies.
 - ii. Assist Executive Director with Operations and Sport Development Policies
5. **Composition and Appointment:** The Policy Committee is composed of a minimum of two (2) and a maximum of three (3) members, one of which is the Chair. The Chair is the Secretary of the Swim BC Board of Directors and is appointed by the Board of Swim BC on the recommendation of the President.

The remaining members of the committee are appointed by the Board. Members will serve from appointment until the re-striking of the committee. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.

6. **Staff Support:** The Executive Director (ex officio) acts in a support and/or advisory role to the Committee.
7. **Meetings:** The Committee will meet by teleconference or in person, at least once a year and otherwise as necessary. Meetings will be called by the Chair or as requested by any Committee member.

All Committee members must be in attendance to achieve quorum.
8. **Term:** The Committee is reappointed on an annual basis.
9. **Evaluation:** The Board of Directors will evaluate the performance of the Committee against the accomplishment of the Committee's Purposes and Key Duties.
10. **Reporting:** The Committee will report its activities to the Board at the next scheduled Board meeting. The Committee will report to the Members at the Annual General Meeting, in the form of a written report.
11. **Review:** The Board of Directors will review these Terms of Reference every two (2) years.

Approved by the Board: April 2024

Next review: April 2026