

OUR MANAGEMENT COMMITTEE

West Coast Gymnasts' Committee is here for its members:

OUR ROLE

- Supervise, manage and govern West Coast Gymnasts
- Provide leadership, purpose and direction
- Develop strategies for the club's sustainability and direction
- Ensure the financial status of the club is sound
- Ensure the operational matters are legal



OUR RESPONSIBILITIES

- Uphold, and when required, update the Club's Constitution
- Formulate the Club's mission, vision and values
- Set out a Strategic Plan that promotes continual improvement
- Carry out continual Risk Management ensuring its members are kept safe
- Attend meetings and discuss any issues presented to the Committee
- Make key decisions about the operations of the Club
- Ensure all legal and financial obligations are met
- Oversee the Club's Operations Manager
- Advocate on behalf of the Club and relay any views back to the members
- Oversee and carry out the Club's Fundraising activities
- Evaluate and improve its own effectiveness

WHO CAN BE A COMMITTEE MEMBER?

There are 9 Committee positions available. 4 Executive Committee and 5 General Committee. There are no set number of Sub-Committee positions as this is determined by the Committee.

Executive Committee Members (President / Vice President / Treasurer / Secretary / Club Operations Manager):

- ✓ Member or Associate Member
- ✓ Unpaid staff member (except for Club Operations Manager)
- ✓ An adult over 18 years of age
- ✓ Not insolvent or under administration
- ✓ Not suspended by the Club or in breach of the Club's Constitution

General Committee Members

- ✓ Member or Associate Member
- ✓ An adult over 18 years of age
- ✓ Not insolvent or under administration
- ✓ Not suspended by the Club or in breach of the Club's Constitution

Sub Committee Members

- ✓ Member or Associate Member
- ✓ An adult over 18 years of age
- ✓ Not insolvent or under administration
- ✓ Not suspended by the Club or in breach of the Club's Constitution

RULES AND GUIDELINES

- ❖ The Club aims for diversity, inclusion and a wide range of knowledge therefore all members are welcome regardless of experience.
- ❖ If an Executive position is vacant and not taken up by a volunteer, then a paid staff member will be permitted to temporarily (6 months maximum) fulfil that Executive position until such time that an unpaid staff member is available to take on the role. Should this time lapse and the position has still yet to be filled, then the Committee will decide the next course of action.
- ❖ To ensure fairness, there is a limit of one (1) position per family (this includes extended family).
- ❖ Staff members are welcome to join the Committee as a General Member, however a maximum of 2 paid staff members will only be allowed (this does not include the Club's Operations Manager).
- ❖ To ensure conflicts of interests are avoided, the Committee will be limited to 2 members from the same class/group/squad.
- ❖ Monthly meetings will be held on the third Thursday of every month. Any additional meetings will be at the discretion of the Committee. The Committee reserves the right to amend the meeting date/day/time to suit the majority of its members' availability.

CONTACT INFORMATION

The club has several email addresses that may be contacted.

For any general issues, feedback or concerns please contact our Club Operations Manager directly at admin@westcoastgym.org

Our President can be contacted directly at president@westcoastgym.org

Should you wish to join the Club's Committee or mark any items for the attention of the Committee at the next meeting, please email secretary@westcoastgym.org.

For any fundraising ideas, assistance, or information please contact fundraising@westcoastgym.org

Our general email address committee@westcoastgym.org goes to all Committee Members, both Executive and General.