



# Gymnastics Ireland Governance Brief

## 1: The Board

The Board is elected/appointed every fourth AGM and is responsible for the following...

1. Establish vision, mission and values
2. Setting Strategy & Structure
3. Delegation to Manage
4. Exercise accountability to members and be responsible to relevant stakeholders

The following is a summary of the Board structure and norms...

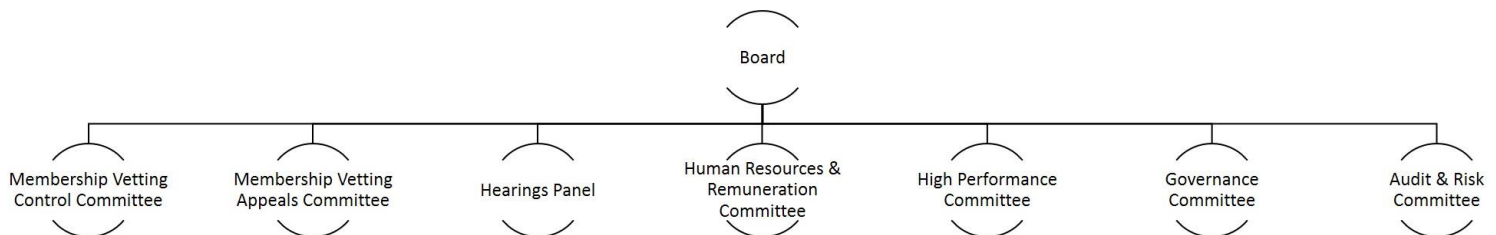
- Min 7 Max 9 members
- 4 elected
  - Deputy Chair
  - Company Secretary
  - 2 x members representatives targeted at being individuals who will represent club and gymnast interests from the broad membership base
- 5 appointed via Nominations panel
  - Chair
  - 2 x members
  - 2 x independent members where independent is defined as non-members who have not had an administrative or influential role within the organisation within the past 3 years
- The following competencies must be fulfilled
  - Financial
  - Legal
  - PR & Communication
  - Commercial
- One person may fulfil more than one competency
- Quorum 5
- Gender balance – must be 2 male and 2 female Board members
- Term duration 3 years
- Max 3 consecutive terms (member may gain re-election after a break from the board of 1 term)
- Targeted rotation: 3 new – 3 sitting – 3 exiting at an election AGM
- No more than 2 representatives from one club shall simultaneously occupy a place on the Board



The Board operates inline with the company Constitution and is responsible for the approval of the Rules & Regulations in addition to company strategies and policies, however for key matters will devolve policy development & decision making to dedicated competency based subcommittees (see section 2 below).

The Board will undertake training minimum at the start of a new term and will annually review its performance. Both processes will be facilitated by an external consultant.

## 2: Board Subcommittees



**The Membership Vetting Control Committee (MVCC):** This committee is tasked with assessing vetting returns which may cause for consideration of acceptance/rejection of GI membership as per the Garda Vetting policy. This committee is appointed by the Board following each election/nomination AGM at the recommendation of the GI CEO and Policy, Welfare & Compliance Manager.

**The Membership Vetting Appeals Committee (MVAC):** This committee is tasked dealing with any appeals that may result from the non-acceptance of membership resulting from a decision of the MVCC as per the Garda Vetting/Access NI Policy. This committee is appointed by the Board following each election/nomination AGM at the recommendation of the GI CEO and Policy, Welfare & Compliance Manager.

**The Hearings Panel:** This panel consists of 10 members with targeted legal and GI based experience are convened usually into a committee of 3 members when necessary to hear any matters relating to a GI disciplinary matter as per the GI Discipline & Complaints policy managed by the Policy, Welfare & Compliance Manager. This panel is appointed by the Board following each election/nomination AGM at the recommendation of the GI CEO and Policy, Welfare & Compliance Manager.

**The Human Resources & Remuneration Committee:** This committee is tasked with HR matters including ensuring staffing structure is fit for purpose and in-line with company resources, annual staff review process, salary considerations and



management of HR issues when escalated by CEO. The committee consists of the Chair of the Board, another Board member, the CEO and an independent member with relevant HR and legal experience/qualifications. This committee is governed by the committee terms of reference (TOR).

**The High Performance Committee:** This committee is tasked with the ongoing development, implementation and annual planning/management of the GI HP Strategy 2020+. It consists of the GI Performance & Technical Manager (Chair), the CEO and an independent with experience in the development and successful implementation/management of HP systems/strategies preferably in an Olympic sport. This committee is governed by the committee terms of reference (TOR).

**The Governance Committee:** This committee is tasked with the ongoing development, monitoring and implementation of good governance principals, policies and structures to ensure GI is constantly operating to a high standard of corporate governance whereby the organisation is ensuring positive development of the sport for members, stakeholders and partners. The committee is also responsible for the ongoing implementation of the Governance Code for Community and Voluntary Organisations as a Type C organisation. This committee consists of a current Board member, a former Board member and an independent with relevant qualifications/experience and is governed by the committee terms of reference (TOR).

**The Audit & Risk Committee:** This committee is tasked with monitoring and oversight where relevant and making recommendations to the Board on discharging of its responsibilities as they relate to financial reporting and external/internal audits ensuring that an effective system of internal controls are operated ensuring compliance and risk management is maintained. This committee consists of a current Board member, a former Board member and an independent with relevant qualifications/experience and is governed by the committee terms of reference (TOR).

### 3: Governance Review

In addition to the ongoing annual work of the Governance and Audit & Risk Committees, and led by an external consultant Gymnastics Ireland will undertake a governance review inline with Board office terms being 3 years. In the latter part of the final year of a Boards term and before going into an election/nomination AGM this review will be conducted and its findings/recommendations will be presented to the incoming Board for consideration and action where relevant. GI will retain the



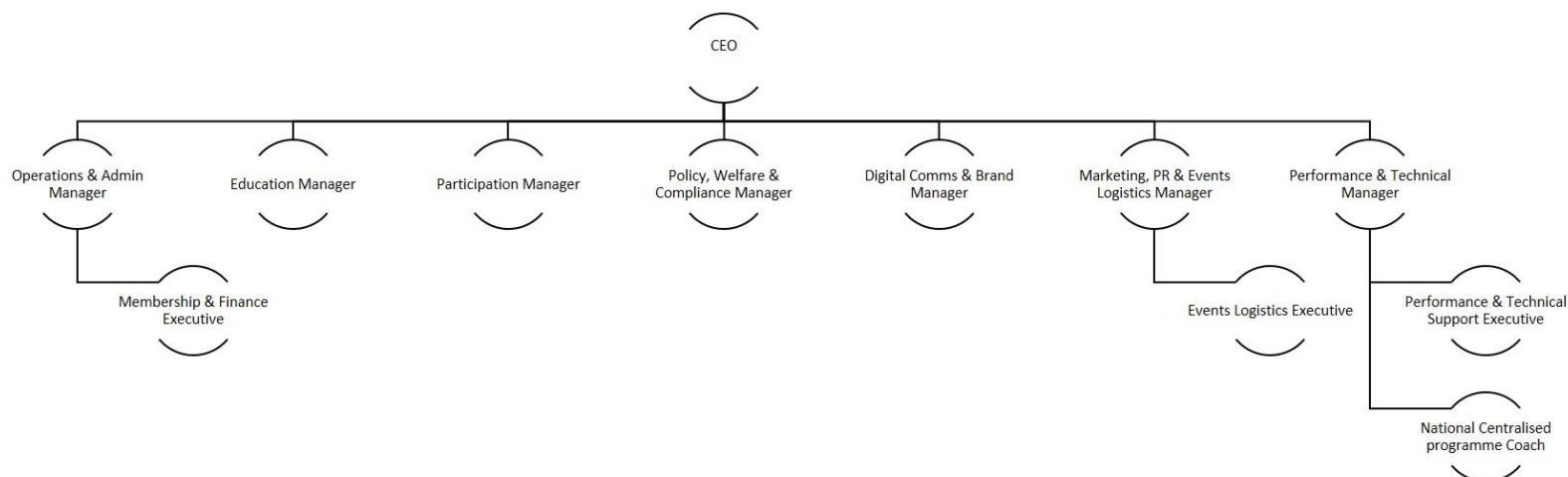
services of suitably qualified governance experts on an annual basis to support the Board when required.

## 4: Executive/Staff

The **executive/staff** team are responsible for the implementation of strategy/policy and day-to-day operation of the company.

The **CEO** acts as the link between the Board & the executive/staff, advising the Board in relation to strategy and policy development, in addition to directing/managing the staff in the day-to-day operation of the company.

The company staff structure 2019 is outlined below...



## 4: Summary of Current GI Master Docs, Strategies & Policies Currently in Operation

### Master Documents/Strategies

(available via <https://www.gymnasticsireland.com/about/structure-policy>)

- Constitution
- Rules and Regulations
- Gymnastics Ireland Strategic Plan 2016-2020
- High Performance Strategy 2020+
- Annual Operational Plans/sub-strategic (e.g PR/Comms)



### **Public Facing/Member Relevant Policies**

(available via <https://www.gymnasticsireland.com/about/structure-policy>)

- Complaints & Discipline
- Code of Ethics
- Safeguarding
- Garda Vetting/Access NI
- Anti-Doping
- International Travel
- International Selection
- Club Transfer
- Coaching
- Judging
- National Events
- Events Approval
- Disability
- Data Protection/GDPR

### **Corporate Policies/Relevant Documents**

- Bullying, Harassment & Victimisation
- Health & Safety
- Safety Statement
- Information & Confidentiality
- Social Media
- Anti-Corruption
- Communication
- Computer, Internet & email
- Corporate gifts and entertainment
- Disciplinary & grievance
- Equal opportunities
- Risk register
- Schedule of Reserve Functions for Board
- Board Standing Orders
- Asset Management Policy
- Governance committee TOR
- Audit & Risk committee TOR
- HR & Remuneration committee TOR
- HP committee TOR
- Finance & Administration Policy
- Employee Handbook
- Conflict of Interest/Related Transaction Register