# Gymnastics Northern Ireland
# Technical Committee Nomination Procedures 2021

Please find detailed below the role & responsibilities, nomination, selection and election procedures for the GNI Technical Committees.

- Gymnastics Northern Ireland Technical Committee members are approved for appointment by the GNI Management Committee (plus a BG observer – non-voting)
- Selection is based on a submitted CV and
- Successful candidates are then put forward for election by the GNI membership on 7th April 2021

Gymnastics Northern Ireland Technical Committees shall have the following officers:

1. **The Technical Committee:**
   - Chairperson
   - Secretary
   - Treasurer
   - Competition/Events Co-ordinator

The GNI Technical Committees may temporarily co-opt other members to act as experts for sub-committees that may be convened to meet the needs of the Technical Committee

2. **Technical Committee Position Eligibility:**

2.1. To be eligible for election as **Chair** of Technical Committee nominated members must be able to demonstrate;
   - a thorough knowledge of and commitment to Gymnastics Northern Ireland and its policies, structures and objectives
   - the ability and willingness to influence Gymnastics Northern Ireland policy;
   - the ability to represent and promote Gymnastics Northern Ireland externally;
   - a knowledge of the structures, controls and politics of Gymnastics Northern Ireland and Northern Ireland sport
   - experience of organisational development
   - the highest standards of integrity and probity
   - the ability to question intelligently, debate constructively, challenge rigorously and decide dispassionately
   - the ability to work strategically as part of a team and to lead effectively in areas of specific responsibility
   - The ability to ensure GNI financial controls and procedures are adhered to and financial information, data and documents comply with the GNI Financial Policy

## Duties of Technical Committee Chair

- To organise a minimum of 4 Technical Committee meetings for the related discipline
- Act as the liaison between the GNI Management Committee and Technical Committee
- To ensure matters are dealt and recorded in an orderly, efficient manner.
- To bring transparency, impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the technical committee.
- To review TC governance, performance and skills.
- To support BG in the planning of Coach and Judge education programmes in the discipline
- To plan for recruitment and renewal of the Technical Committee members
- To monitor the technical activities and budget in liaison with the GNI Management Committee.
- To liaise with the Gymnastics Northern Ireland Office:
    - To provide all technical information for circulation relating to events and squads
    - To provide any changes to rules and regulations to clubs and coaches
    - To provide the Gymnastics Northern Ireland Office with the required information for any grant applications, strategic plans and any other submissions.
- To delegate actions as the Chair sees fit.
- To assist GNI Marketing and Communications committee member in the promotion of the discipline by supplying reports on discipline activity
- Act as s a contact point for the Gymnastics Northern Ireland Office on any other matters relating to that discipline.

2.2. To be eligible for election as **Secretary** of Technical Committee nominated members must be able to demonstrate;

- Organisational ability and an eye for detail.
- Experience of committee work and procedures.
- Minute-taking experience
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to work well with others
- Good time-keeping.

The role of the Secretary is to support the Chair in ensuring the smooth functioning of the Technical Committee. The Secretary's tasks include:

## Ensure responsible administration

- To prepare agendas in consultation with the Chair.
- To circulate agendas and any supporting papers in good time to the GNI Management Committee
- To receive agenda items from other committee members and GNI Management Committee
- To check and record that quorum is present in person or by other media portal
- To minute/note meetings and circulate the draft minutes/notes to all Technical committee members and GNI Management Committee

- To check and record that committee members and other relevant parties have carried out action(s) agreed.
- To circulate agendas and minutes/notes of the technical committee meetings
- To inform the GNI Management committee about any pertinent correspondence received by GNI Technical Committee.
- In partnership with the PR and Communications Management Committee member/working group liaise with BG/GNI's website developer to maintain the GNI website.

### Make arrangements for meetings
- To ensure arrangements for meetings are met (booking the room, arranging for equipment and refreshments, organising facilities for those with special needs, etc.).

2.3. To be eligible for election as **Treasurer** of Technical Committee nominated members must be able to demonstrate;

- Experience of financial control and budgeting.
- Experience of fundraising.
- Good communication and interpersonal skills.
- A willingness to be contacted on an ad hoc basis.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.

### Role description & person specification
The overall role of the Treasurer is to maintain a detailed and accurate record of Technical Committee's activities and financial affairs. Ensuring its viability and ensuring that proper financial records and procedures are maintained and communicated to the GNI Management Committee on a quarterly basis.

### General financial oversight
- To oversee and present budgets, accounts and financial statements.
- To liaise with designated GNI parties about financial matters.
- To ensure that appropriate GNI accounting procedures and controls are in place.
- To ensure compliance with relevant financial legislation.
- To ensure any recommendations of the Sport NI and GNI auditors are implemented.
- To ensure accounts meet the conditions of contractual agreements with external agencies such as funders and statutory bodies.

### Financial planning and reporting
- To present financial reports to the Technical and GNI Management Committee.
- To advise on the financial implications of GNI's strategic and operational plans.
- To advise on the fundraising strategy of the organisation.
- To ensure that there is no conflict between any investment held and the aims and objects of GNI.

**2.4.** To be eligible for election as **Competition/Events Co-ordinator** of Technical Committee nominated members must be able to demonstrate;

- Good organisation, administration, planning and IT skills
- Sound knowledge and understanding of the discipline
- Respected within the discipline community
- Event knowledge and experience
- Interpersonal and communication skills
- Ability to lead a team of volunteers and judges

## Role description & person specification

The overall role of the Competitions Co-ordinator is to organise and manage the Technical Committee's competition/events/squads programme.

## Co-ordinating Competitions/Events

- Maintain regular contact with Clubs, Schools and groups to determine Competition/Squad needs for the discipline
- Promote BG and GNI Competition/Squad events with Clubs, Schools and Groups
- Liaise with BG staff to plan for an appropriate electronic competition entry procedure for the discipline
- To determine the needs of the discipline and plan for future events
- Liaise with Performance managers to progress and develop competition formats at all levels to assist with the progression the discipline
- Provide an annual competition/squad calendar to BG/GNI for distribution to clubs, schools and groups on behalf of the discipline
- Organise effective and well run competitive/squad events
- Distribute results and information in a prompt manner to all clubs, schools and groups
- Liaise with BG/GNI administration to promote discipline image on GNI and BG Websites through well-structured competitive/squad events
- Be responsible for the implementation and development of judges for the discipline
- Work when required with BG staff in organising, promoting and managing high level international events where there is GNI representation both at home and abroad

## 3. Election of Technical Committee Positions at Annual General Meeting (AGM):

1. Nomination forms for the Technical Committee to be sent to club secretaries/ direct individual members 3 weeks prior to the AGM. Role descriptions for each position should accompany this information.
2. Nominations for positions must be received at least 14 days prior to the AGM in writing from the Club Secretary/Direct Member on the applicable GNI nomination forms *and* accompanied by a CV outlining how the person meets the skills criteria. A person may be nominated for up to 2 different positions but should take up the first position they are elected for.
3. Failure to provide a completed form and a CV for each person shall deem that person's nomination ineligible.
4. Nominees' eligibility shall be determined from the supporting information provided in the CV which will be judged by the GNI Management Committee.

5. The AGM information and received nominations with accompanying skills/experience forms to be sent out to all club secretaries/direct members not less than 7 days before date of AGM.

6. If there are no nominations received for a position the post will be deemed vacant during the actual election process at the AGM.

7. In light of a person not being elected for the position that they were originally nominated for; they may only be nominated for another position if either a separate nomination form was received in writing 14 days before the AGM or if a position is deemed vacant at the AGM by a simple vote

8. Proxy, Email and postal votes are accepted but they must be received in the correct GNI format to the British Gymnastics email address – northernireland@british-gymnastics.org 48 hours prior to the date of the AGM.