



**Policy Name:**  
**Board of Director’s Incentive Policy**

**Policy Number:**  
**BGC - 5**

**Policy**

Brazeau Gymnastics Club (“BGC” or “the Club”) is a non-profit organization committed to the delivery of high-quality gymnastics programming supported by strong volunteer leadership. BGC is managed by a volunteer board who oversees the day-to-day operations of the Club. No Board member (Executive Committee or Board of Director member) is paid for their position. This Incentive Policy acknowledges the significant time, effort, and expertise contributed by members of the Executive Committee and Board of Directors. In recognition of these contributions, Brazeau Gymnastics offers fee-based incentives as described below.

**1 Scope**

This policy provides an incentive for those that serve on the Board of Directors. This policy applies to all individuals who:

- Serve in formal roles on the Executive Committee of the club (“Officers”), or
- Serve in a formal role on the Board of Directors (“Directors”).

The discount applies to course fees for fall, winter, and spring session fees (September to June) for one registered child or dependent of eligible individuals.

**2 Definitions**

“**Club**” means Brazeau Gymnastics Club.

“**Club President**” means the individual who is elected as the President by the members of the club, as per the Bylaw.

“**Executive Committee member**” means collectively, those individuals who are elected as executive officers of the board. This includes key leadership roles such as President, Vice President, Secretary and Treasurer.

“**Board member**” means collectively, those individuals who are elected or appointed to the Board of Directors to oversee the governance and strategic direction of BGC, including all executive members.

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Approved By: Board Approval (motion)  
Approval Date: 7-Jul-25  
Review Date: \_\_\_\_\_  
Revision Dates (dd-mmm-yy): \_\_\_\_\_

### 3 Interpretation

**Shall, Must, Will or Require** – indicates that actions are mandatory and apply to all situations.

**Should** – indicates direction to strive to achieve the outlined action, but it is not mandatory.

**May** – is discretionary, meaning the policy can be implemented if the Club chooses to do so. This is typically dependent on context and individual circumstance.

### 4 Incentive Discounts

#### 1. Executive Committee

- a. Members of the Executive Committee are eligible for a **15% discount** on the regular program fees for the fall, winter and spring sessions (September to June). The discount does not include events or summer camps.
- b. The discount applies to one child per Executive Committee member (“Officer”), unless otherwise approved by the Board.

#### 2. Board of Directors

- a. Eligible members of the Board of Directors will receive a **10% discount** on the regular program fees for the fall, winter and spring sessions (September to June). The discount does not include events or summer camps.
- b. The discount applies to one child per Board member (Director), unless otherwise approved by the Board.

### 5 Terms and Conditions

1. Eligibility for the discount is contingent on fulfilling board or executive duties throughout the session period. The Executive Committee position descriptions are included within the Bylaws and the Board of Director positions are described in Schedule A of this policy. If a board member resigns, is removed, or fails to meet responsibilities, the discount may be revoked or prorated at the discretion of the Board.
2. Discounts are not transferable and cannot be exchanged for monetary compensation.
3. Discounts are not retroactive and must be applied during the active registration period.
4. The Club President will be responsible for applying the discount to the member’s account once eligibility is confirmed.

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## 6 Responsibilities

1. **Board Members and Executive Committee Members** must declare their intent to use the discount prior to the beginning of the fall session (September).
2. **The Club President** is responsible for maintaining a record of eligible individuals and applying the appropriate discounts in the billing system.
3. **The Board of Directors** reserves the right to review and revise this policy annually or as needed.

## 7 Review and Approval

This policy can be reviewed at the Annual General Meeting (AGM) or at a scheduled Board Meeting and updated as needed to reflect organizational priorities and financial sustainability.

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# SCHEDULE A

## Board of Director Position Descriptions

### Volunteer/Fundraising Coordinator

The Volunteer/Fundraising Coordinator is responsible for managing other members who volunteer for gym cleaning, or special events, as well as overseeing all mandatory fundraising events throughout the year. The duties of the Volunteer/Fundraising Coordinator are as follows:

1. Attend and participate in monthly board meetings. This includes providing the Board of Directors with details of all volunteer and fundraiser events.
  - a. Volunteer events include gym cleaning events and special Club events.
  - b. Fundraising events include the mandatory fundraiser for the fall, winter and spring sessions, as well as other fundraising opportunities throughout the year.
2. Provide support to other Board of Director members, when possible, to assist with the day-to-day operation of the Club.

#### **Volunteer Related Duties**

3. Add all volunteer positions into Uplifter prior to the start of the session.
4. Manage all volunteer positions within Uplifter to track the number of members who have signed up and showed up. It is the Volunteer/Fundraising Coordinator responsibility to track who has signed up and completed the mandatory volunteer hours.
5. Be present and manage all volunteer at all gym cleaning events (clean bees) and ensure they are completed and recorded. Approximately 6 times a year.
6. Communicating to volunteers the expectations for events, such as start and end times. The day of the event, transfer the volunteers to the Events Coordinator, who will provide them with tasks for the event.
7. Track all volunteers who showed up and completed the work requested of them at events.
8. For all other volunteer opportunities, such as the Pitch-in-Program, it would be this position's responsibility to track and record all volunteer hours.
9. Track the number of volunteer hours throughout the year and provide updates to the Board of Directors at meetings and the membership at the Annual General Meeting.

#### **Fundraising Duties**

10. Provide the Board of Director members with ideas and options for the session mandatory fundraiser. Once a fundraiser is selected, you are responsible for executing the fundraiser, which includes:
  - a. Select the session mandatory fundraiser.

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- b. Having information available on the start date for the fundraiser for members to pick up.
  - c. Collect the fundraiser forms and track orders.
  - d. Ensure members are aware of the fundraiser and work with other Board of Director members on communicating dates and deadlines.
  - e. Manage and distribute the fundraiser, which includes organizing and providing the items to members.
11. Assist in the organization of all optional and fun fundraising completed throughout the year.
12. Provide the Board of Directors with financial gain from fundraisers, as well as expenses for any fundraising event.

## Events Coordinator

The Events Coordinator is responsible for the execution of all special events throughout the year. The duties of the Events Coordinator are as follows:

1. Attend and participate in monthly board meetings. This includes providing the Board of Directors with details of all events as requested.
  - a. Determine what is required for the event, including but not limited to decorations, awards, medals, and prizes.
  - b. Provide a proposed budget and have it approved prior to the event.
  - c. Order items for the event in advance.
  - d. Design the score sheets, certificates, and programs and present them to the Board of Directors for approval prior to the event, with enough time to print them.
  - e. Design and make the decorations, including photobooth.
  - f. Provide income and expenses for the event after the event.
  - g. Maintain an inventory of what has been purchased and used to provide information to the Board if requested.
2. Provide support to other Board of Director members, when possible, to assist with the day-to-day operation of the Club.
3. Provide the board with information for scheduled events, including costs, planning, decorating, and request decisions related to any options presented. The information to the Board of Directors should also include all details of the event such as entry fee, raffle tables, coaching staff, number of volunteers, etc.
4. The Events Coordinator must ensure all event supplies, prizes, and swag are ordered in a timely manner and within the approved budget.

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5. Create and design score sheets, certificates and programs in Canva, or similar program approved by the Board, prior to each event and ensure the documents are printed and at the event.
6. Prepare and manage the itinerary of all scheduled BGC events. This includes creating printed programs, if required, such as for the Christmas Show and Parent Show.
7. Manage and facilitate all scheduled BGC events, this includes days to prepare for the event and the day of the event.
8. To be the Master of Ceremonies (MC) for all events to ensure a smooth flow and positive energized experience.
9. Provide tasks to all volunteers and ensure the volunteers are utilized and know what they need to do. The member volunteers may be used for set-up and take down, but the requirements must be communicated the Volunteer/Fundraiser Coordinator in advance to communicate it to the volunteers.
10. Ensure the cleanup of all decorations and equipment after the event.

Events may include the following:

- Hula Hoop Day
- Halloween Fun Meet
- Christmas Show
- Gym-a-thon
- Easter Egg Hunt
- Egg your Yard
- Spring Parent’s Show
- Flip into Summer Fun Meet

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