BERMUDA BADMINTON ASSOCIATION

EXECUTIVE COMMITTEE TERMS OF REFERENCE

1. Purpose

The Executive Committee is the governing body of the Bermuda Badminton Association (BBA) responsible for managing the affairs of the Association between General Meetings, in accordance with the Constitution and decisions of the membership.

2. Composition

The Executive Committee shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Tournament Director (optional)
- Development/Coaching Officer (optional)
- Up to three additional members

Officers serve for a term of two (2) years and may be re-elected.

3. Duties and Responsibilities

The Executive Committee shall:

- Manage the affairs of the Association.
- Implement decisions of the General Meeting.
- Control finances and property of the Association.
- Appoint sub-committees as necessary and approve their terms of reference.
- Ensure compliance with the Constitution, codes of conduct, and applicable regulations of BWF and Badminton Pan Am.
- Oversee selection of national teams and representatives.
- Promote the sport of badminton in Bermuda at all levels.

4. Meetings

The Executive Committee shall meet as required to conduct the business of the Association. A quorum shall be a simple majority of members. The President (or in their absence the Vice-President) shall chair meetings. Minutes shall be recorded by the Secretary and made available to members upon request.

5. Accountability

The Executive Committee is accountable to the membership through the Annual General Meeting. Major decisions affecting the direction, finance, or structure of the Association shall be communicated to members in a timely manner.

6. Review

These Terms of Reference shall be reviewed at least every two years.

Adopted by the Executive Committee / General Meeting
Date: _____

This document forms part of the governance framework of the Bermuda Badminton Association and should be read in conjunction with the Constitution.