



# BC SOCCER

## BC SOCCER BOARD OF DIRECTORS

### Information Package for Potential Candidates 2018

#### INTRODUCTION

This document gives background information if you are considering standing for election to the Board of Directors. It includes directors' roles and responsibilities, the expectations and functions of the board and directors, and information on how to submit your name and information for election.

#### WHAT DOES IT MEAN TO BE A DIRECTOR OF BC SOCCER?

By serving on the BC Soccer board you can make a significant contribution to soccer in British Columbia and Canada. **Most importantly, directors must have the passion and commitment to grow the game and improve soccer for all players and BC Soccer's members.** You must have the willingness to define and carry out the vision and strategies of BC Soccer, and have the skills, experience and time to achieve its objectives. You must have the knowledge, competence and empathy to work with fellow board members, BC Soccer members, staff and soccer participants. You must represent the spirit of the game of soccer, and the qualities that make it BC's largest participation sport.

#### THE INDIVIDUAL DIRECTOR AND THE BOARD

As the body governing the association on behalf of the membership, directors have a **collective responsibility** to run the affairs of the organization in accordance with the *Societies Act* and BC Soccer's Constitution and Bylaws.

Individuals make a contribution to BC Soccer as one of 14 board members. There is a responsibility to discuss issues with colleagues at board and committee meetings and then abide by collective decisions. Individual board members do not have the power to act independently - they function as a collective and follow agreed collective decisions. There is always an opportunity to express opinions and advocate for a particular decision in board meetings, but once a decision has been made, the board process requires all members to support the collective board position. Directors must not publicly disparage board decisions once taken and fellow board members' voting choices must be kept confidential.

## DIRECTOR ATTRIBUTES

Prior experience has shown that persons on the BC Soccer Board of Directors ideally possess the following personal attributes:

- Experience in and a passion for soccer in British Columbia
- Knowledge of the responsibilities and duties of a director
- Ability to work as a team member
- High ethical standards and integrity in professional and personal dealings
- Ability and willingness to listen to others
- Capability for a wide perspective on issues
- Ability to review ideas and proposals objectively
- Ability and willingness to raise and discuss contentious issues in a constructive manner
- Flexibility, responsiveness and willingness to consider change

## MAKE UP OF THE BOARD

There are **14 directors** on the BC Soccer Board of Directors including five officers and nine directors-at-large. **All are elected to the board** to govern on behalf of all members of the association for two-year terms, seven in each year.

**Directors are required to:**

- Be residents of BC, for at least six months;
- Be at least 18 years of age;
- Not be found by a court to be incapable of managing their own affairs;
- Not be an undischarged bankrupt;
- Not have been convicted of an offence in management of a corporation/entity or an offence involving fraud; and
- Be able to obtain a valid Criminal Record Check and Vulnerable Sector Check.

The bylaws provide that a **director may not hold office or be employed within a BC Soccer member** while being a Director of BC Soccer. If elected, any such position must be relinquished within 60 days.

All directors are volunteer positions. While unpaid, all out-of-pocket costs including travel to meetings, hotels, meal and other expenses are recompensed.

The Board of Directors of BC Soccer, as a whole, needs to possess the following skills and experience.

Each individual director will bring a number of these perspectives:

1. Knowledge of soccer in British Columbia, and its key components, including effective representation of the various regions, player age, genders, and groups making up soccer in BC.
2. Leadership and prior board experience
3. Organization strategic planning and governance experience
4. General business/organizational management
5. Community building/relations/involvement and member relations
6. Accounting or financial management experience, legal or other professional experience
7. Human relations management, including risk management
8. Communications
9. Soccer administration and technical development

## RESPONSIBILITIES OF THE BOARD

- To act as the trustees of the organization on behalf of the membership.
- To be accountable for all aspects of the organization's operation, with fiduciary and decision-making responsibilities.
- To develop and update the BCSA Strategic Plan, with its goals, objectives and priorities.
- To establish organizational policy and approve operational plans, and to regularly review and ensure progress on strategic and operational plan targets.
- To authorize all the association's major programs.
- To recruit an Executive Director who will be responsible for hiring and supervising all other staff.
- To conduct an annual evaluation of the Executive Director relative to agreed objectives.
- To review the association's major rules and policies.

Directors have a responsibility to become informed and prepare for and attend all Board of Directors meetings, typically about once a month. Directors are also expected to sit on Board committees. Board and committee work will require a substantial commitment of time and energy throughout the year. Please be certain you will be able to make this commitment before seeking election.

## LEGAL RESPONSIBILITIES

The *Societies Act of British Columbia* (Section 53) states that a director of a society must (a) act honestly and in good faith with a view to the best interests of the society; (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances, and (c) act in accordance with the Act, its regulations and the bylaws of the society.

Directors and staff of the Association are also governed by organizational policies including: a Conflict of Interests Disclosure; Conduct, Ethics and Discipline Standards Policy; Privacy Policy; and Communication & Confidentiality Protocol, all available on the BC Soccer website: [www.bcsoccer.net](http://www.bcsoccer.net)

## THE ROLE OF THE EXECUTIVE DIRECTOR AND STAFF

Collectively, the Board and staff work together to achieve objectives. The Executive Director is appointed by the Board of Directors as the staff leadership. The Board of Directors is accountable for strategic direction and general oversight of performance against objectives. The Executive Director is responsible for appointing all other staff (who directly report to the ED, not to directors) and for ensuring the agreed Operational Plan is implemented. While operational responsibilities lie primarily with staff, Directors have some operational duties, including attending events and competitions to represent the Association.

## IS THIS POSITION FOR YOU?

If you answer these questions with a YES then you are ready to seek election to the board. *(If you need more information or answer NO to any of these, please contact the Nominations Committee).*

- I am eligible to be a Director
- I am passionate about soccer
- I bring experience and skills to the board to help ensure different perspectives are represented.
- I understand that as a Director I represent all members of BC Soccer.
- I understand the role of a Director on the Board.
- I recognise the Board of Directors is a team, with collective decision-making and accountability.
- I am able and willing to make the time commitment to be an effective director.

## **ALL CANDIDATES MEETING: FRIDAY JUNE 8<sup>th</sup> 2018, 7.00 pm**

BC Soccer strongly encourages prospective candidates for election to the Board of Directors to attend the All Candidates Meeting held on the Friday night of the AGM weekend (June 8<sup>th</sup>, 2018) and the AGM itself. **Attendance at the All-Candidates meeting is an important step in the election process**, providing an opportunity for candidates to introduce themselves, outline their vision and meet and answer members' questions. Travel and hotel costs to attend these meetings on Friday 8<sup>th</sup> and Saturday June 9<sup>th</sup> in Burnaby will be covered for declared candidates living outside the Lower Mainland.

## **SUBMITTING YOUR NAME FOR ELECTION TO THE BOARD**

While people can be nominated from the floor at the AGM, the membership prefers candidates to declare their interest and submit their information in advance of the AGM, to allow due consideration. Please find the Elections Candidate Form on [www.bcsoccer.net](http://www.bcsoccer.net)

BC Soccer will regularly update the membership about which candidates have submitted applications by email and on the web-site. **This will begin with distribution of the information supplied to BC Soccer by April 5<sup>th</sup>** to the membership by April 11<sup>th</sup>. Any submissions received later than this will be forwarded to the membership and posted every two weeks until the AGM.

The candidate submission should include a signed Candidate Form, a resume and any additional information that a candidate would like to be distributed (e.g., cover letter, photo). This can be sent to Lori D'Andrea at [lolidandrea@bcsoccer.net](mailto:lolidandrea@bcsoccer.net)

## **QUESTIONS?**

After submitting their information, candidates will be contacted by the Nominations Committee to follow up on the application and answer any questions the candidate may have. Should you have any questions prior to submitting your application, please contact the Chair of the Nominations Committee, Roger Barnes at [roger@rogerbarnes.ca](mailto:roger@rogerbarnes.ca) or phone 604-803-2956.

**NOMINATIONS COMMITTEE MEMBERS:** Roger Barnes, Life Member (Chair), Frank Rennick (North Okanagan YSA), Leanna Napolitano (BC Soccer Director), Lori D'Andrea (BC Soccer Staff Liaison)