



**BC SOCCER**

## **BC SOCCER BOARD OF DIRECTORS**

**Information Package for Potential Candidates**

## INTRODUCTION

*This document outlines some points you may wish to consider before choosing to let your name stand for election to the board such as directors' roles and responsibilities; statutory and ethical implications of becoming a member of the board; and, the general expectations and functions of the board.*

*Additionally, pertinent information regarding process to submit your name to the Board of Directors is provided.*

## 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 within the Province of British Columbia and within Canada.

To be a director of BC Soccer means to have a passion to grow the game and improve the soccer experience for all of BC Soccer's members and stakeholders. It means you have the willingness to carry out the strategic vision and plan of the BC Soccer and the skills, experience, focus, and time commitment required to achieve objectives. It also means you have the knowledge, competence and empathy to work and liaise with fellow board members, BC Soccer members, staff and stakeholders alike. As a representative of BC Soccer, you also represent the spirit of the game and personify the qualities that makes it the largest participation sport in BC and the most played sport in the world.

## THE INDIVIDUAL DIRECTOR

As a duly constituted 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 *Society Act* and the Association's Constitution and Bylaws. Provincial legislation establishes the authority of the board as a collective entity and holds board members legally responsible to act in best interest of the membership.

While an individual can make a contribution to BC Soccer as a member of the board, it is important to understand that an **individual director, including officers (e.g. president, vice presidents, etc.)** cannot make arbitrary decisions about the Association's operations that are not included in that director's mandate as a board member. Further, no individual board member has any power to act independently outside the board except as expressly provided and approved by the Board of Directors as a whole. There is a clear responsibility to discuss issues with colleagues at board and committee meetings.

Directors must remember that legitimate decisions made by the board must be respected regardless of how that member may personally feel about the decision. While there will always be an opportunity to express an individual opinion and advocate for a particular decision in the context of board meetings, it is the essence of the board process that members demonstrate board solidarity once a decision has been made. Directors should refrain from publicly disparaging or criticizing decisions of the board once they have been made; further, it is imperative that the anonymity of fellow board members voting choices remain confidential.

## PREFERRED SKILLS AND COMPETENCIES

All persons seeking election to the BC Soccer Board of Directors should possess the following personal attributes:

- High ethical standards and integrity in professional and personal dealings;
- Ability and willingness to raise potentially controversial issues in a manner that encourages dialogue;
- Flexibility, responsiveness and willingness to consider change;
- Ability and willingness to listen to others;
- Capability for a wide perspective on issues; and
- Ability to work as a team member.
- Well-developed faculty for critical analysis
- Financial literacy, including an ability to read financial statements;
- Knowledge of soccer and appreciation of the unique role BC Soccer plays as the governing authority of the largest participation sport in British Columbia
- Thorough knowledge of the responsibilities and duties of a director; and,
- Ability to distinguish board governance from management.

While board experience is not required, it is most helpful to have a good understanding of various governance models and in particular the nature of the board's responsibility to make policy and govern the general affairs of the Association.

## **MAKE UP OF THE BOARD**

There are **14 directors** on the BC Soccer Board of Directors including five officers and nine directors-at-large elected to the board that governs on behalf of all members of the association. The bylaws provide that a director may not, except for a short period of time, simultaneously hold office or be employed within a district or league and also hold office on the BC Soccer board.

The Board of Directors of BC Soccer, as a whole, aims to possess the following skills and experience (non-prioritized).

1. **Leadership and Prior Board Experience**  
*Experience at a senior level managing operations of a large or complex commercial or non-profit entity and/or experience serving on non-profit boards.*
2. **The Business of Administering Soccer**  
*Experience in administering soccer at the club, district, and league, provincial or national level.*
3. **Technical Development of Soccer**  
*Experience in developing the technical aspects of the game at the local, provincial or national level.*
4. **General Business Development**  
*Marketing, sales, sponsorship, fundraising and event management experience.*
5. **Governance and Planning Experience**  
*Experience in developing bylaws, policies and good governance practices as well as strategic and other planning.*
6. **Accounting and Financial Experience**

7. **Legal**

*A law degree and/or experience in managing legal issues.*

8. **Communications**

*Experience in developing and/or leading marketing or customer service initiatives.*

9. **Human Relations Management**

*Knowledge of and experience in human resources management especially for Executives.*

10. **Member and Community Relations**

*Experience in member and community relations and engagement including developing organizational capacity to serve a diverse membership.*

11. **Risk Management**

*Experience in developing policies and procedures to identify and deal with risk management issues.*

## **GENERAL RESPONSIBILITIES OF THE BOARD**

- To act as the **trustees** of the organization on behalf of the membership.
- To **approve** the organization's goals, objectives and strategic priorities.
- To establish organizational **policy** and other **general guidelines** and limits for the organization's operations.
- To be **legally accountable** for all aspects of the organization's operation.
- To **authorize** all major programs developed by the organization.
- To **evaluate** major rules/policies that govern the organization's operation.
- To recruit an **Executive Director** who in turn will be responsible for hiring and supervising all other staff.
- To conduct an annual evaluation of the **Executive Director** to ensure alignment with agreed upon strategic planning priorities guided by the general policy framework of the Association.
- To ensure the existence and updating of **Strategic Plan** and **other long range plans**.
- To **review** the board's own performance.
- The board has fiduciary and decision-making functions.

Directors have a responsibility to attend all Board of Directors meetings. Regular attendance is important in maintaining continuity in discussions and in the decision making process.

Typically, the Board of Directors will meet once every month. Emergency meetings may be called to address specific items. Directors are also expected to sit on at least one committee of the board. Board and committee work can require a substantial commitment throughout the year so you should be certain you will be able to make the commitment before letting your name stand for election.

## LEGAL RESPONSIBILITIES

The *Society Act of British Columbia* (Section 25) states:

- (1) *A director of a society must*
  - (a) *act honestly and in good faith and in the best interests of the society, and*
  - (b) *exercise the care, diligence and skill of a reasonable prudent person, in exercising the powers and performing the functions as a director*
- (2) *The requirements of this section are in addition to, and not in derogation of, an enactment or rule of law or equity relating to the duties and liabilities of directors of a society.*

As set out in the *Society Act*, a director of a registered in society in BC has a fiduciary duty to act in the best interests of the society as an organization and a duty of care to carry out his or her duties according to the standards of someone having the particular skills and experience of the particular director.

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

## THE ROLE OF THE EXECUTIVE DIRECTOR

The Executive Director (ED) is appointed by the Board of Directors (BOD) as the business and administrative leader of the Association. While the ED is responsible for the appointment of all staff, this may be done in consultation with the BOD for senior staff positions. The ED is also a senior advisor on policy matters to the Board of Directors. While the Board of Directors is accountable for the Strategic Plan, the Executive Director, supported by staff, is responsible for the effective implementation of the aligned Operational Plan. Collectively, the Board and staff work together to achieve objectives.

## ARE YOU READY?

Here is a personal readiness checklist you may find helpful:

- I understand the role of a Director on the Board of Directors.
- I understand that as a Director I represent all members of BC Soccer.
- I recognise that the Board of Directors is a team environment.
- I am able and willing to give the time commitment to be an effective Director.
- I may have to travel to different parts of the province.
- I may bring special skills and insights to the board that otherwise may not be represented.
- I have ready access to and a working knowledge of email and other electronic communication systems (e.g. web based services, etc.).

If you think that you can answer these questions with a YES then you are ready to become a candidate for a position on the board. If you answer NO to any of these questions, or feel that you need more information, you are encouraged to contact the Nominations Committee.

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

Please find the Elections Candidate Form posted on the BC Soccer Web site: [www.bcsoccer.net](http://www.bcsoccer.net)

This completed form must be received by **April 30, 2017** in order for candidate information can be compiled and distributed to the Membership by May 5, 2017 and posted on the BC Soccer Website. The form and any additional information that a candidate would like distributed (e.g. cover letter, resume, photo, etc.) can be sent by email to Lori D'Andrea, Director of Community Development at [loridandrea@bcsoccer.net](mailto:loridandrea@bcsoccer.net)

### **ALL CANDIDATES MEETING**

**DATE: TBD**

**TIME: 6:30pm**

**LOCATION: BC Soccer Office – 250 -3410 Lougheed Hwy, Vancouver, BC, V5M 2A4**

BC Soccer strongly encourages prospective candidates for election to the Board of Directors to attend the All Candidates Meeting held prior to the election. This meeting will provide an opportunity for candidates to introduce themselves, outline their vision to the Membership and to answer questions that may arise.

**Attendance at this meeting is considered an important step in the election process.**

The membership has indicated a strong preference for candidates to declare their interest in advance of the AGM.

Consistent with past practice, an individual may be nominated directly from the floor at the Annual General Meeting. At the AGM, all candidates will be given the opportunity to address the membership in attendance at this time.

### **QUESTIONS?**

Upon submission of application, new potential candidates to BC Soccer's Board of Directors will be contacted by a member of the Nominations Committee to follow up to 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, Carlos Grosso at [carlos8@shaw.ca](mailto:carlos8@shaw.ca) or 604.328.6733

### **2017 NOMINATIONS COMMITTEE MEMBERS**

Carlos Grosso, Nominations Committee Chair

Chris Appleby, VP Finance

Ed Kennedy, Director

Roger Barnes, Life Member

Lori D'Andrea, Staff Liaison