



BC SOCCER

BC SOCCER BOARD OF DIRECTORS

Information Package for Potential Candidates 2019

INTRODUCTION

This document gives background information for those 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

Directors have a **collective responsibility** to manage the affairs of the Society in accordance with the *Societies Act* and BC Soccer's Constitution and Bylaws on behalf of the membership. Individual directors are each one of 14 board members. Individual directors do not have the power to act independently - they function as a collective and follow agreed decisions. Directors discuss issues at board and committee meetings, expressing their opinions and advocating for a particular decision. But once a decision is collectively taken, all abide by it and support the board's agreed position. Directors must not publicly disparage decisions, and colleagues' 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 and experience on a board of directors
- 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 and adapt to change

MAKE UP OF THE BOARD

There are **14 directors** on the BC Soccer Board of Directors including the President, four Vice-Presidents and nine directors-at-large. **All are elected** to the board to govern on behalf of all members of the association. In 2019-2021, BC Soccer is transitioning from two-year to three-year terms for directors, as laid out in the Bylaws. In 2019, the current terms of office of the First Vice-President, VP Adult and five at-large directors will be complete. The 2019 board member elections will include the First Vice-President (two-year term), VP Adult (three-year term), three director positions for three-year terms and two director positions for two-year terms. There may also be more positions to be filled if any current director in the middle of their term steps down or chooses to run for a different position on the Board.

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.

BC Soccer is the sport's governing body and must avoid conflict of interest. The bylaws state that: **“No member of the Board shall hold an office or be an employee of a member under the jurisdiction of the Society. A newly elected director must relinquish all positions held with a member within a period of 60 days of becoming a director.”**

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 skill-sets 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. General business/organizational management
4. Strategic planning, policy development and governance experience
5. Community building/relations/involvement and member relations
6. Professional capability such as accounting/financial management, legal or other experience
7. Human relations management, risk management and safety in soccer.
8. Issues management and communication
9. Soccer administration and technical development

Soccer has the largest and broadest registration base of any sport in British Columbia. It is played by adults and youth of all ages, by males and females, by players in the Interior, the Coastal mainland and Vancouver Island, and appeals to every cultural and social group. To ensure the needs of all players are properly met, members of the Board must represent each and all of these facets of the game. However, historically, the Board composition has consistently under-represented two groups: the Interior and females. As such, while all qualified candidates are encouraged to submit their names, candidates from the Interior of British Columbia and women are especially encouraged to seek office as Directors.

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 BC Soccer 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; Judicial Code and Policies; Social Media Policy; Privacy Policy; and Communication & Confidentiality Protocol, all available on the BC Soccer website: www.bcsoccer.net

THE ROLE OF THE EXECUTIVE DIRECTOR AND STAFF

The Board and staff work together to achieve objectives. The Board of Directors is accountable for strategic direction and general oversight of performance against objectives. The Executive Director is appointed by the Board of Directors as the staff leadership. The Executive Director appoints all other staff (who ultimately 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.

As a large association, BC Soccer hires and retains professional advisers to assist the board and staff in carrying out their duties, including legal counsel, auditors/accountants and business service providers.

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.

To gain understanding of the association's priorities and issues, potential candidates are strongly encouraged to become familiar with BC Soccer's Bylaws, the Strategic Plan, major policy documents and recent news items, all available on www.bcsoccer.net. This also has a directory of all members you might contact, including the full members (youth districts and adult leagues) who vote at the AGM.

ALL CANDIDATES MEETING: FRIDAY NOVEMBER 1st, 2019 7:00 pm

BC Soccer strongly encourages prospective candidates for election to the Board of Directors to attend the AGM weekend on November 1st to 3rd. An All Candidates Meeting will be held on the Friday night (November 1st) and the AGM itself will be held on Saturday November 2nd. **Attendance at the All-Candidates meeting is a very 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 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

BC Soccer will regularly update the membership about which candidates have submitted applications by email and on the web-site. **Information supplied to BC Soccer by September 4th** will be distributed to the membership by September 10th. 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 should be sent to Lori D'Andrea at 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. Should you have questions at any time, please contact Roger Barnes, Nominations Committee Chair at roger@rogerbarnes.ca or phone 604-803-2956.

NOMINATIONS COMMITTEE MEMBERS: Roger Barnes, Life Member (Chair), Chuck Bennett (Nelson), Andrea Laycock (Fraser Valley). Lori D'Andrea is the committee's BC Soccer Staff Liaison. *To prevent any real or perceived conflict of interest, the Committee includes no current BC Soccer Director.*