



## BC Soccer Policy

<b>Policy Type</b>	Governance Policy
<b>Created</b>	June 2022
<b>Revised</b>	-
<b>Reviewed</b>	Every 2 years
<b>Policy Name</b>	<b>Board Member Succession, Nomination and Orientation Policy</b>

### Policy Statement

The BC Soccer Board of Directors will create and maintain an organizational structure to support Board succession planning, key Board recruitment and the orientation of new Board members.

### Purpose

To ensure there is a Board of Director structure that provides for effective succession planning, ongoing recruitment of Board members and orientation process.

### Standards

#### **Board Member Succession Planning and Nominations Process**

The Board of Directors will undertake the following steps to support its Board member succession planning and nominating processes

- Annually, the Board will, based on an agenda item at a regular Board Meeting, identify the skill sets required to support the Board's works over both the shorter and longer terms related to:
  - Anticipated retirements and term ends from the Board
  - BC Soccer Strategic Plan, projects, changes or other initiatives that may require new / different or continuing skill sets on the Board.
- An inventory of skill set requirements will be prepared by the Nominations Committee, to support both Board succession and nominating initiatives, along with meeting By-Laws requirements and other criteria.
  - The skills identified do not need to be the sole determinant of a Board candidacy.
- The Nominations Committee will source potential Board nominees by soliciting candidate names from current and past Board members, members, parents of participants, other agencies and partners, community leaders, websites, the Executive Director, and other sources, including public requests as appropriate based on the skills inventory, community cultural diversity, the By-law, and other criteria.
- No member of the Nominations Committee may stand for election during their appointment.
- The Nominations Committee will meet with perspective candidates to discern their interests, commitment and availability; as well as share pertinent information and answer questions the perspective candidates may have.
- In support of recruiting Board candidates, the Board will have a document prepared and updated annually that will identify the following:
  - The meeting dates and number of Board meetings per year
  - Committee and related responsibilities
  - Special annual sessions, such as strategic planning, etc., and evaluation requirements.
  - Other commitment requirements of a Board Member, along with other clearly stated expectations.

#### **New Board Members Orientation Process**

- The President, supported by the Executive Director, will ensure there is an annual comprehensive orientation of new Board members

- The Board of Directors, supported by the Executive Director, will establish and maintain a mentoring program, whereby a new Board member is partnered with an existing Board member.
- The annual orientation of new Board members includes a review of:
  - BC Soccer By-laws and Rules and Regulations
  - Board applicable training and relevant courses
  - Strategic Plan, including the Vision, Mission and Principles;
  - Audited Financial Statements and current year budget and financials
  - Governance Policies and other services and programs;
  - Organizational chart;
  - The annual meeting schedule for the Board and any committees and task forces;
  - Signed Conflict of Interest, Confidentiality, Code of Conduct;
- The President or designate, along with the Executive Director, will host a new member Board orientation session, at which existing Board members can attend, if they wish, that will provide for the following:
  - Review the core commitments and responsibilities of the Board of Directors and individual members of the Board, documentation, financials and organizational information
  - Outline the practices of the Board in terms of such items as agenda preparation, Board meeting procedures, receipt of information / Board packages, committees, etc.
  - Strategic planning directions and priorities and governance practices
  - Have Board members sign a Confidentiality Agreement, Code of Conduct, and Conflict of Interest form

#### **Definitions**

**Board Member:** Refers to those persons who have become directors of the Society in accordance with Part 6 within the BC Soccer bylaws and have not ceased to be directors.

#### **Guidelines**

Current Board members will, where feasible, provide a minimum of six months' notice to the President or designate of their intent to retire from the Board

#### **Applicable Operational Procedures**

N/A

#### **Compliance to BC Soccer Governing Documents**

In accordance with BC Soccer's "*Bylaws 3.4.a.ii*" all member organizations must comply with the applicable Bylaws, Rules and Regulations, Judicial Code and Policies, other Policies, decisions and directives of BC Soccer and the statutes, bylaws, regulations, directives and decisions of Canada Soccer, FIFA at all times

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