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September – 2019

## **WMSC 2019 AGM Director Nominations Procedures**

### **How is the Board of Directors structured?**

1. Under the WMSC Bylaws, the Board of Directors consists of 11 Directors. Members are elected to the board for a term of 2 years. Typically, the Members elect 5 and 6 directors in alternating years. For the 2019 AGM, Members will elect up to 5 (five) directors to the board for a two-year term

### **Responsibilities**

2. The Waterloo Minor Soccer Association Board of Directors has the responsibility for setting directions, establishing policy, and overseeing the activities of the organization. More specifically:

- Support the mission statement.
- Read and understand the financial statements and otherwise assist the board in fulfilling its fiduciary responsibility.
- Attend board meetings and actively participate in decision-making.
- Share your area of expertise with the board and staff.
- Be an advocate for the organization; use your contacts to promote it in ways appropriate to your profession.
- Obtain various means of support for the organization, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
- Fulfill the duties of care, obedience, and loyalty to the organization.
- Participate in regular assessments to improve board performance.
- Participate in strategic planning activities.
- Prioritize and monitor programs and services.
- Select the Executive Director and partner with the Executive Director to accomplish the mission.
- Work to develop new leadership and recommend potential board members to the board nomination committee.
- Avoid conflicts of interest.
- Participate in the organization's conferences and meetings.

### **Time Commitment**

3. Waterloo Minor Soccer Club has on average 10 in-person board meetings per year and additional meetings via conference call.

There may be additional committee work required. It is anticipated that a board position would require 8-10 hours/month of your time.

### **Terms of Office**

4. Directors shall serve for a term of two years or until a successor is installed.



### **Eligibility**

5. To be eligible for election as a Director, an individual must:

- a) Have been a Participant Member or Volunteer Member for at least two years within three years of the election date;
- b) Be eighteen (18) years of age or older;
- c) Not have been found under the Substitute Decision Act, 1992 or under the Mental Health Act to be incapable of managing property;
- d) Have the power under law to contract;
- e) Have not been declared incapable by a court in Canada or in another country;
- f) Not have the status of bankrupt.
- g) Be in compliance with the Club's conflict of interest By-laws and policies;
- h) Be a Member in good standing.

### **How will Board members be selected?**

6. The Directors will be elected in accordance with the Waterloo Minor Soccer Club Bylaws.

7. A Nomination Committee will be composed by the Board of Directors

8. All individuals wishing to run for a position as a Director, including all current Directors, will be subject to nomination which requires the submission of a signed Application Nomination Consent Form and supporting materials.

9. Nominations for positions as Directors will be accepted by the Nomination Committee from November 1, 2019, to November 22nd, 2019, C/O the Club's Executive Director. An acknowledgment of receipt of the completed Nomination Form will be emailed to the Nominee within 2 business days of receipt.

10. Upon receipt of all nominations, the Nominations Committee will conduct due-diligence by reviewing the nominee's qualifications to ensure compliance with the Club's By-Laws and Policies for eligibility for election to the WMSC Board of Directors.

### **What information will be required to support each application?**

11. Each nominee must complete and sign a WMSC Nominee Consent Form and have the form signed by two (2) WMSC Members who serve as Nominators and submit it to the Nominations Committee along with a resume.

12. The resume shall be a maximum of one (1) pages and must include the Members' director eligibility experience.



**Waterloo Minor Soccer Club**  
2001 University Avenue East  
Waterloo, ON N2K 4K4  
Phone 519.578.9680

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**Where to submit and what is the deadline for submitting applications?**

Applications may be submitted by email, mail or courier to the following address:

Waterloo Minor Soccer Club  
2001 University Avenue East Waterloo, Ontario  
N2K 4K4

519-578-9680  
[executivedirector@waterloounited.com](mailto:executivedirector@waterloounited.com)

**Applications must be received after November 1, 2019, and before November 22, 2019**

Additional information regarding the Annual General Meeting and the Club's by-laws can be found at [www.waterloounited.com](http://www.waterloounited.com).