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

October – 2020

WMSC 2020 AGM Director Nominations Procedures

How is the Board of Directors structured?

Under the WMSC Bylaws, the Board of Directors consists of up to 11 Directors. Members are elected to the board for a term of two (2) years. Typically, the Members elect five (5) and six (6) directions in alternating years. For the 2020 AGM, Members will elect up to 5 (five) directors to the board for a two-year term.

Responsibilities

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.
- Independently learn about not-for-profit policy board governance model and procedures and uphold the Club's policy board procedures

Time Commitment

Waterloo Minor Soccer Club has on average, 10 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 of your time each month.

Terms of Office

Directors shall serve for a term of two years.

Eligibility

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 bankruptcy.

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?

- The Directors will be elected in accordance with the Waterloo Minor Soccer Club Bylaws.
- A Nomination Committee will be composed by the Board of Directors
- 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.

Nominations for positions as Directors will be accepted by the Nomination Committee from **November 2nd, 2020, to November 26th, 2020**, C/O the Club's Executive Director. An acknowledgment of receipt of the completed Nomination Form will be emailed to the Nominee within two (2) business days of receipt. 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?

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

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, ON
N2K 4K4

519-578-9680
executivedirector@waterloounited.com

***Applications must be received after November 2nd, 2020, and before November 26th, 2020 ***

For additional information regarding the Annual General Meeting and the Club's by-laws, please visit us at www.waterloo united.com.