



## **Burlington Soccer Club Member Nomination for Election of the Board of Directors**

### ***Application process***

1. Subject to the application deadline and other requirements set out in the BYSC By-laws, please complete the nomination form and submit to the Chair, Governance Committee. Incomplete forms may not be presented to membership (Note: Personal contact information will be redacted)
2. The Chair, Governance Committee will contact you to set up a meeting with the Governance committee. The Meeting will discuss your application, review any potential conflicts of interest, and review the eligibility requirements for being a Director of the BSC.
3. Should you be eligible to become a BSC Director, the Governance Committee will submit you to stand for election. You agree to attend the BSC AGM and present yourself to the membership as a nominee for the Board of Directors.

### ***Preamble: Responsibilities of a Director***

A Director can be personally liable for the decisions and actions (Board *and* Staff) of the Burlington Soccer Club (“BSC”), unless they can demonstrate good governance. Good governance is, but not limited to, acting with a:

- **Duty of Knowledge**

- Good business judgment at all times
- Know the By-laws, policies, and Rules and Regulations (and follow them)

- **Duty of Care & Due Diligence**

- Act honestly as would any reasonable person in a similar circumstance
- Recognize ramifications of decisions in terms of liability exposure & minimize risks

- **Duty of Fiduciary Responsibility**

- Act in good faith in the best interests of the BSC

- **Duty to Avoid Conflicts of Interest**

- Declare a conflict when one arises
- Not participate in nor attempt to influence the decision-making of any conflict

- **Duty of Confidentiality**

- In an ethical and lawful manner, respecting the confidentiality of Board discussions

- **Duty to Participate**

- Perform requested duties in a timely manner
- Participate in Board and committee meetings & actions. Serve on at least one (1) Board committee
- Stay current on issues and trends impacting the Club and the membership

## ***Commitment***

- Board members are required to attend all Board meetings, teleconference or web calls, and committee meetings, barring extenuating circumstances
- The Board of Directors meet a minimum of four (4) times per year, but may meet more frequently as required to carry out the business of the BSC
- Board Directors are expected to be prepared for all Board and committee meetings. The review of Board materials is required in advance of meetings, which typically can be up to two (2) hours
- Each Board member is expected to join at least one (1) committee. Committees typically require a commitment of three (3) to ten (10) hours per month, taking into account meetings, preparation work and committee work
- Be compliant with all Board policies, including but not limited to: Conflict of Interest, Confidentiality, Board Member Code of Conduct and the BYSC By-laws
- Typical time commitment: ten (10) to twenty (20) hours per month

## ***Role of the Board***

The BSC has evolved through the years from a 100% volunteer-driven organization to an organization with a volunteer Board of Directors and a paid Executive Director. As such, the Board has also evolved from being an operational Board to one of an advisor or policy Board that is responsible for:

- Governing the BSC (Governance Oversight) on behalf of Membership
  - Develop/Approve the right policies
  - Subject to the Letters Patent and regulations affecting NFP and Soccer Clubs (OSA)
- Setting the Strategic Direction
  - Vision, mission, values, strategic plan & goals
- Financial Oversight
- Managing Risk and Risk Oversight
- HR Policy Oversight
- Evaluating BSC performance
  - Assess and measure organizational and Executive Director performance
- Reporting out the Health of the BSC to Membership
- Managing the Annual General Meeting

Based on the direction of the Board during the annual budget and tactical plan approval process, the role of the Executive Director is to manage the day-to-day operations of the BSC.



**Burlington Soccer Club**  
**Member Nomination for Election of the Board of Directors**

<i>Contact Information</i>			
<i>Name</i>			
<i>Address</i>			
<i>City</i>		<i>Postal Code</i>	
<i>Phone</i>		<i>Email</i>	

***Candidate Statement***

Please provide a brief explanation (250-300 words) why you would like to join the Board of Directors, your educational background and your work experience:

### ***Competencies and Skills Brought to the Board***

Please check all current experience and competencies that apply

Competency or Skill	Level of Competency (Working Knowledge   Advanced   Expert)
<input type="checkbox"/> Other Not-For-Profit Board Experience	
<input type="checkbox"/> Read and Analyze Financial Reports	
<input type="checkbox"/> Develop Financial Investments Strategies	
<input type="checkbox"/> Develop and manage a budget	
<input type="checkbox"/> Legal Expertise (Please circle: Corporate Law   Labour Law   Ontario Not-for-Profit Legislation)	
<input type="checkbox"/> Corporate Governance	
<input type="checkbox"/> Knowledge of "Robert's Rules of Order"	
<input type="checkbox"/> Consumer / Member Marketing	
<input type="checkbox"/> Corporate Sponsorship Sales	
<input type="checkbox"/> HR / Performance Management / Executive Compensation	

<input type="checkbox"/> IT / E-Commerce / Website Development	
<input type="checkbox"/> Privacy Management	
<input type="checkbox"/> Business Planning & Development	
<input type="checkbox"/> Strategic Planning	
<input type="checkbox"/> Management Experience	
<input type="checkbox"/> Member Relations and Communications	
<input type="checkbox"/> Project Management	
<input type="checkbox"/> Risk and Controls	
<input type="checkbox"/> Municipal Planning Acts and Regulations	
<input type="checkbox"/> Government Relations / Understanding of Local & Regional Political Environment	
<input type="checkbox"/> Community & Public Relations	
<input type="checkbox"/> Managing and/or recruiting volunteers	

<input type="checkbox"/> Knowledge of Soccer Locally	
<input type="checkbox"/> Knowledge of Provincial and National Regulatory Bodies and Systems	
<input type="checkbox"/> Knowledge of other community sports organizations	
<input type="checkbox"/> Knowledge of Long-Term Player Development (LTPD) of Long-Term Athletic Development	
<input type="checkbox"/> Other: (Please Specify)	

### ***Director Core Eligibility Requirements***

The BSC requires the following core requirements of all BSC Board Directors

Confidentiality	Integrity and Accountability
Sound Judgement	Independence and Impartiality
Solid Communication Skills	Analytical Skills
Decision Making Skills	Strategic Thinking
Relationship Building	Initiative
Collegiality	Holds BSC Interest over Self Interest

- I certify that I meet the above requirements
- I certify that I am free of any bankruptcy proceedings and/or have the status of bankrupt
- I certify that I have a valid security clearance with vulnerable sector screening (police check)
- If no, I certify that I will obtain such security clearance in the next 30 days
- I am over the age3 of 18 years old
- I have not been found to be incapable by any court in Canada or elsewhere
- A person who is not a BSC staff Member or Staff member of another soccer organization
- I do not hold the status of "Member in Not Good Standing" with the BSC
- I reside in reasonable proximity to the BSC

***Oath of Confidentiality***

Subject to the BSC’s Board Confidentiality policy, I agree to hold all Board business and/or any matters of a sensitive nature, discussed in or out of meetings of the Board with my peers, in the strictest of confidence. Matters will not be discussed outside the BSC without the written approval of the Board of Directors. Furthermore, it is understood that under no circumstances will any information provided to me by the BSC, in any format written or verbal, be transferred or related to any party, except those parties for which the information is intended. I further agree that the Board Confidentiality policy may be updated by regular resolution of the Board at a later date.

\_\_\_\_\_ Initial acceptance

***Applicant Acknowledgement and Signature***

Subject to the BSC’s Board Confidentiality policy, I agree to hold all Board business and/or any matters of a sensitive nature, discussed in or out of meetings of the Board with my peers, in the strictest of confidence. Matters will not be discussed outside the BSC without the written approval of the Board of Directors. Furthermore, it is understood that under no circumstances will any information provided to me by the BSC, in any format written or verbal, be transferred or related to any party, except those parties for which the information is intended. I further agree that the Board Confidentiality policy may be updated by regular resolution of the Board at a later date.

\_\_\_\_\_ Initial acceptance

Applicant Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Nominated by  
Member (Print Name): \_\_\_\_\_

All questions about this application should be directed to the Chair of the Nominations Committee

Completed applications can be emailed to [abrooksjoiner@burlingtonsoccer.com](mailto:abrooksjoiner@burlingtonsoccer.com) or mailed or dropped off in a sealed envelope or faxed to:

Burlington Soccer Club  
Attention: Chair, Board Nominations Committee  
3370 South Service Road, Suites 200 & 201  
Burlington, Ontario  
L7N 3M6  
FAX: 905-333-9127

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Comments for Membership Consideration from Governance committee: