



SURREY UNITED SOCCER CLUB

BOARD OF DIRECTORS

Information Package for Potential Candidates 2021

INTRODUCTION

This document gives background information for those considering standing for election to the Surrey United Soccer Club 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 SURREY UNITED SOCCER CLUB?

By serving on the Surrey United Soccer Club Board of Directors you must have the passion and commitment to use and apply your talents and skills to act in the best interests of the Club. You must have the willingness to define and carry out the mission, vision, and strategic plan of the Club, and have the experience and time to achieve its objectives. You must have the knowledge, competence, and empathy to work with fellow board members, operations staff and volunteers, Club members, and soccer participants. You must represent the spirit of the game of soccer and serving the greater community.

THE INDIVIDUAL DIRECTOR AND THE BOARD

Directors have a **collective responsibility** to manage the affairs of the Club in accordance with the *Societies Act* and Surrey United Soccer Club's Constitution and Bylaws on behalf of the membership. Individual officers and directors are each one of eight board members. Individual officers and directors do not have the power to act independently - they function as a collective and follow agreed decisions. Officers and Directors discuss issues at Board and committee meetings, express their opinions and engage in confidential, open, and frank discussions. But once a decision is collectively taken, all abide by it and support the collective, agreed position. Officers and Directors must not publicly disparage decisions, and colleagues' voting choices must be always kept confidential.

DIRECTOR ATTRIBUTES

Prior experience has shown that Officers and Directors ideally possess the following personal attributes:

- Appreciation and passion for the game of soccer at all ages and levels of play
- Knowledge of the responsibilities and duties of a member of the Board
- Ability to work as a team in a constructive manner
- High ethical standards and integrity in professional and personal dealings
- Ability and willingness to listen to others without judgement
- Ability to review ideas and proposals objectively
- Spirit of and willingness to give of ones time and energy without expectation of any return
- Flexibility, responsiveness and willingness to consider and adapt to change

MAKE UP OF THE BOARD

There are **4 Officers and 4 Directors** on the Surrey United Soccer Club Board of Directors. **All are elected** to the board to govern on behalf of all members of the Club.

These individuals shall be deemed Officers of the Club and hold the positions of:

- i) President
- ii) Senior Vice-President
- iii) Treasurer
- iv) Secretary

These positions shall be deemed Directors of the Club and hold the positions of:

- i) Director, At Large
- ii) Director, At Large
- iii) Director, At Large
- iv) Director, At Large

All members of the Board of Directors shall be nineteen (19) years of age or older and shall not have an undischarged bankruptcy.

All members of the Board of Directors shall serve for a term based on terms identified in these Bylaws unless resigning or being removed where provided for under these Bylaws.

To be eligible for nomination to the Board of Directors an individual must have been an Active Member for at least four (4) years prior to nomination, based on the voting and/or active member requirements under the Bylaws within those four (4) years. A nominee must have served for a minimum of two years on the Club's Board of Directors or operations committee in any capacity before being eligible for consideration in the role of President or Senior Vice President.

All Board members shall be completely independent, holding no paid position within the Club's operation or receiving remuneration or any honorarium from the Club.

All members of the Board of Directors shall be entitled to reimbursement of reasonable expenses incurred on behalf of the Club.

All members of the Board of Directors must at all times act and make decisions based on the best interests of the Club and remove themselves from any vote or decision where they are unable to do so.

Upon election, Officers and Director of the Club may not hold an elected or appointed board position on BC Soccer, Canada Soccer Association, District, or League (including Adult league) board. If an elected Officer or Director holds such a position for more than 60 days beyond election to the Surrey United Soccer Club Board of Directors, they shall be deemed removed from Club's Board of Directors.

The Board of Directors as a collective must possess the following skill-sets and experience:

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 attributes 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

Surrey United Soccer Club seeks to maintain a Board comprised of talented and dedicated Officers and Directors with a diverse mix of experience, skills and backgrounds collectively reflecting the strategic needs of the organization and the nature of the environment in which operates. Diversity includes business experience, geography, age, gender, visible minorities, Indigenous peoples, persons with disabilities, sexual orientation, and other personal characteristics. All are encouraged to submit their names as candidates.

All positions on the Surrey United Soccer Club Board of Directors are volunteer positions.

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.
- The Board shall conduct the business of the Club during the periods between meetings of the Members of the Club and in accordance with the authority granted to it in the Bylaws.
- The Board of Directors will determine the mandate for the Club, approve the Club's annual budget and corresponding strategic plan and provide clarification in any problems arising therefrom.
- The Board may appoint committees as it deems necessary for managing the day-to-day affairs of the Club and may appoint members of committees, may prescribe the duties and terms of reference of committees, may determine the reporting requirements for committees, and may delegate to any committee any of its powers, duties, and functions.

Directors have a responsibility to become informed and prepare for and attend all Board of Directors meetings. The Board of Directors meet a minimum of three times a year. Board work will require a substantial commitment of time and energy throughout the entire 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. Members of the Board are also governed by organizational policies.

SUBMITTING YOUR NAME FOR ELECTION TO THE BOARD

There are no nominations from the floor at the AGM, candidates must agree to be nominated and have a Board Nominations Form completed by a Nominator. The form must be signed by the applicant and the Nominator and submitted with a candidate resume and any other supporting material the candidate would like to provide, in advance of the AGM, as indicated on the form, to allow due consideration.

You can find the Board Nominations Form [HERE](#).

QUESTIONS?

After submitting their information, candidates will be contacted by the Nominations Committee to follow up on the application and answer any questions.