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## BOARD OF DIRECTORS NOMINATION POLICY

### 1. ROLE OF DIRECTORS

- 1.1. Synchro BC is the governing body for synchronized swimming in British Columbia. The Board of Directors is elected by its members to lead the organization, oversee its affairs, and ensure the organization can effectively carry out its mission. The Directors are collectively accountable to the members, community, funders, and other Synchro BC stakeholders. They are responsible for the Society's performance in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources. Board members are responsible for acting in the best long-term interests of the Society and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective ensuring alignment with the organization's values.
- 1.2. Please refer to the Board of Directors Roles and Responsibilities on the Synchro BC website for detailed position descriptions: <http://synchro.bc.ca/about-us/boardofdirectors/>
- 1.3. See Appendix A for the current list of Directors

### 2. DIRECTOR POSITIONS

- 2.1. Synchro BC has 9 Director positions on its Board who each serve for two-year terms
- 2.2. Of the 9 Directors, 3 positions are Officers: President, Vice-President, and Director of Finance
- 2.3. The remaining 6 Directors are Directors at Large
- 2.4. For ease of reference, each Director position is numbered:
  - Director 1 – President
  - Director 2 – Vice President
  - Director 3 – Director of Finance
  - Director 4 – Director at Large
  - Director 5 – Director at Large
  - Director 6 – Director at Large
  - Director 7 – Director at Large
  - Director 8 – Director at Large
  - Director 9 – Director at Large

### 3. ELECTION SCHEDULE

- 3.1. In order to maintain staggered terms of office as per Synchro BC Bylaws, Directors will be elected at the Annual General Meeting on the following schedule:

**2018 and subsequent even numbered years:**

- President
- Director of Finance
- Directors 5, 7, and 9

**2019 and subsequent odd numbered years:**

- Vice President
- Directors 4, 6, and 8

#### **4. DIRECTOR CRITERIA**

4.1. Directors must:

- be at least 18 years of age;
- not have been found by any court to be incapable of managing his or her affairs;
- not be an undischarged bankrupt;
- not have been convicted of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, in each case in the time periods and circumstances prescribed by the Societies Act;
- be resident in British Columbia;
- be nominated and seconded by an Athlete Member or General Member of Synchro BC
- consent to the nomination prior to the election
- be elected in accordance with the Synchro BC Bylaws
- upon election, comply with the Code of Conduct and all Synchro BC policies as well as provide a current criminal record check

4.2. Non-compliance with the criteria listed above will result in the forfeiture of the nomination and/or elected position.

#### **5. NOMINATION PROCEDURES**

5.1. Nominations to the Synchro BC Board of Directors are accepted from Athlete Members and General Members.

5.2. Advance nominations are to be submitted to the Executive Director (ed@synchro.bc.ca) two weeks in advance of the Annual General Meeting with the following supporting documentation:

- Completed Nomination Form
- Current Resume/Background
- 250-word biography

5.3. All duly nominated individuals will be put forth for consideration for election at the Annual General Meeting unless the nominee is deemed ineligible based on the criteria above.

5.4. The provided 250-word biography will be shared with the Synchro BC membership in advance of the AGM. Information submitted may be edited at the discretion of the Governance Committee.

5.5. Nominations from the floor will be accepted. Nominees must be present to accept the nomination.

5.6. All nominees will verbally introduce themselves at the Annual General Meeting during a 2-minute presentation. For advance nominees who are unable to be present, the biography will be read.

5.7. Nominees who are nominated from the floor and subsequently elected will be required to complete the nomination form and provide a current resume and 250-word biography within 10 days of the AGM.

#### **6. CONFIDENTIALITY**

6.1. Synchro BC will act consistently with Synchro BC's policies on privacy and confidentiality.

## 2018 BOARD OF DIRECTORS NOMINATION FORM

Please indicate the position for which you would like to be nominated:

President       Director of Finance       Director at Large (3 positions)

Nominee Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone (Work) \_\_\_\_\_ Phone (Cell) \_\_\_\_\_

Email \_\_\_\_\_

Currently a member  Yes  No

Membership type  Athlete  Coach  Official  Club Executive  Volunteer  Other

Member Club Affiliation \_\_\_\_\_

I confirm that I:

- am a resident in British Columbia;
- am at least 18 years of age;
- have not been found by any court to be incapable of managing my affairs;
- am not be an undischarged bankrupt;
- have not been convicted of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, in each case in the time periods and circumstances prescribed by the Societies Act.

**By signing this agreement, I certify the above to be true and accurate and acknowledge that failure to declare, will result in immediate removal as a Director. I accept this nomination for a position on the Synchro BC Board of Directors, as specified above and am willing to provide a criminal record check. Should I be elected, I will comply with Synchro BC's Code of Conduct and all Synchro BC policies.**

Nominee Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please include a current resume/background and 250-word biography which highlight the nominee's career, education, sport management and volunteer experience / achievements and other relevant achievements or experience. The biography will be shared through the AGM package and other communication about nominees and elected directors. Content may be edited prior to distribution*

**Nominator Name** \_\_\_\_\_ **Seconder Name** \_\_\_\_\_

Member Club Affiliation \_\_\_\_\_ Member Club Affiliation \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

email \_\_\_\_\_ email \_\_\_\_\_

**Please complete and return to Synchro BC to be received no later than 4:00pm, two weeks prior to the Annual General Meeting , by email to [ed@synchro.bc.ca](mailto:ed@synchro.bc.ca).**

## APPENDIX A: 2017-18 BOARD OF DIRECTORS

Director Number	Position	Name	Other Appointments/Roles
1	President	RaeAnne Rose (Year 2 of 2)	Chair, Executive Committee Chair, Governance Committee Chair, HR Committee 2018 Espoir/World Series Local Organizing Committee
2	Vice President	Rhonda Vanderfluit (Year 1 of 2)	Executive Committee Member, Governance Committee Member, HR Committee 2018 Espoir/World Series Local Organizing Committee
3	Director of Finance	Vacant (Year 2 of 2)	
4	Director	Elise Cantner (Year 1 of 2)	Member, Governance Committee
5	Director	Sonja Dickinson (Year 2 of 2)	Chair, Awards Committee Member, High Performance Committee 2018 Espoir/World Series Local Organizing Committee
6	Director	Lisa Balcombe (Year 1 of 2)	Chair, Officials Committee
7	Director	Susan Kemper (Year 2 of 2)	High Performance Director
8	Director	Carol Stewart (Year 1 of 2)	Interim Director of Finance Interim Executive Committee Member, HR Committee Member, Officials Committee Member, AWD Committee
9	Director	Vacant (Year 2 of 2)	