



# Revelstoke Snowmobile Club

## Board Nomination Form

A nonprofit Board of Directors are a group of individuals who are elected by Club Members to govern and oversee the Club's operations. The Board is responsible for setting the Club's mission, strategy, and goals, and ensuring that the Club operates in compliance within legal and ethical standards. The Board of Directors are also responsible for ensuring the Club's financial stability, sustainability and assets are safeguarded.

### Eligibility

- Directors and Officers of the Society must be a member of the Revelstoke Snowmobile Club in good standing;
- Executive positions must have served a minimum of one year as a Club Director;
- At no time may more than one member of any particular immediate family be elected to the Board;
- Employees of the Club are not permitted to be Directors or Officers of the Club, nor are any family members of an employee to be elected to the Board;
- The positions shall be elected at the annual AGM by a vote of the voting members present;
- If there are no nominations received for the seat it will be considered vacant. The Club Board of Directors may appoint someone into the seat until the next election

### Requirements per the [BC Societies Act](#)

- Must be 18 years or older.
- Found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs, unless a court, in Canada or elsewhere, subsequently finds otherwise,
  - an undischarged bankrupt, or
  - convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless
    - the court orders otherwise,
    - 5 years have elapsed since the last to occur of
      - the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,
    - the imposition of a fine,
    - the conclusion of the term of any imprisonment, and

- the conclusion of the term of any probation imposed, or
- a pardon was granted or issued, or a record suspension was ordered, under the [Criminal Records Act](#) (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.

## Responsibility

Board members are responsible for acting in the best long-term interests of the Revelstoke Snowmobile Club and the community and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective. All board members are expected to adhere to the RSC's Code of Conduct as stated in the Governance Handbook.

## Accountability

The RSC Board of Directors is collectively accountable to the Clubs members, community, corporate sponsors and other stakeholders. They are accountable for the Club's performance in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources.

## Skills

The following are desired skills:

- Ability to see situations from a Club wide perspective;
- Ability to think strategically with long term goals and vision;
- Ability to set and share personal goals as it relates to your position;
- Ability to listen to others and even challenge them constructively to establish their key points clearly;
- A willingness to seek out further information and to explore other options which we may never have thought of ourselves;
- To learn lessons from the past with an open mind
- Team building skills, which inevitably include clear communication skills, establishing core values and acting fairly while holding others to account, but also in giving reward where reward is due, and even seeking and promoting those who may be better than you in some areas, to strengthen the Club;
- Setting high standards and helping others to achieve them;
- Additional functional expertise, whether of finance, operations, sales, marketing, purchasing, IT, HR, social media.

## Time Commitment

Varies, however, members are expected to attend regular Board Meetings and may be asked to do any of the following: prepare for board meetings, participate in committees and attend special events from time to time including volunteering at RSC events.

## Term of Office

All Directors are elected to two (2) year terms with half of them being on opposite years. The length of terms may be adjusted to one (1) year to maintain a balance of fifty percent (50%) of the Directors' term expiring each year No Director may hold the same office for more than five (5) consecutive years.

## Benefits

There are no material benefits for being on the Board of Directors however you can expect this experience to be an opportunity for personal growth and development as you work with other board members to manage funds, strategize and improve existing Club features. The goal of any board is to be efficient, effective and productive, hopefully years from now all board members can reflect on their experience and the positive impact they had on the Club and it's members, whether behind the scenes or overtly.

## Directors at Large

### Principal Duties

Every member of the Board of Directors, including the Board's Executive, is expected to do the following:

- Prepare for meetings in advance by reading agendas, minutes, reports and other documentation, providing feedback and suggestions in advance of BOD meetings. Be ready to actively participate in these meetings.
- Keep up to date with issues and trends that affect the organization and bring them to the attention of other members of the board.
- Attend meetings regularly, only 3 meetings can be missed per calendar year without extenuating circumstances
- Directors' actions in the community and online can impact their position on the BOD.
- Contribute skills and knowledge by participating actively in meetings and committee work.
- Work effectively with other Board members, committee members and employees to ensure productive outcomes at all meetings;
- Voicing any opposition to a decision clearly and explicitly at the time a decision is

- being taken;
- Maintain solidarity with other Board members in support of a decision made at Board meetings;
- Read and be familiar with the Clubs Governance, Operations, OH&S and Employee handbooks. Be familiar with the management agreements the Club has with various government agencies.
- Understand and monitor the organization's financial affairs.
- Avoid any potential conflicts of interest and adhere to the organization's governance policies including understanding and respecting the distinction in the roles of the Board and Club employees;
- Ensure the organization is complying with all legal and regulatory requirements.
- Understand and demonstrate a commitment to the organization's mission and programs and support the organization in meeting its Mission Statement and strategic goals.
- Understand and maintain confidentiality.

## President

### Responsibility

The Chair is, first and foremost, responsible for the effective functioning of the Board in its role of governing the Club. All other duties are secondary.

### Principal Duties

In addition to the duties of every board member, the President is responsible for:

- Serving as the chief volunteer of the organization
- Participating in the preparation of the Board's meeting agenda;
- Chairing all meetings of the Board of Directors;
- Recommends the need for committees including one for hiring key full time employees.
- Recommends compensation and benefits package of key full time employees to appropriate committee
- Is a partner with the key full time employees in achieving the organization's mission
- Provides leadership to the Board of Directors, who sets policy and to whom the key full time employees are accountable
- Develops agendas for meetings with the key full time employees.
- Chairs meetings of the Board of Directors
- Seeks volunteers for committees and coordinates individual board member assignments and appoints the chairpersons of committees, in consultation with

other board members

- Serves as a semi official member of committees and attends their meetings when invited
- Ensures that board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation
- Discusses issues confronting the organization with the key full time employees.
- Helps guide and mediate board actions with respect to organizational priorities and governance concerns
- Reviews with the key full time employees any issues of concern to the board
- Monitors financial planning and financial reports
- Evaluates the performance of the key full time employees and the effectiveness of the board members
- Annually evaluates the performance of the organization in achieving its mission and objectives
- Speaks to the media and represents the organization to the community
- Annually reviews matters of governance that relate to the board's structure, role, and relationship to management

## **Secondary duties**

The chair may, with greater regularity than other members of the board:

- Prepare recommendations for board consideration;
- Prepare recommendations to the members for changes to by-laws; and
- Represent the Club at community meetings and events.

## **Ex-officio Status**

To ensure effective communication, the President will be an ex-officio member of all governance committees and may attend their meetings when needed

## **Vice President Job Description**

### **Responsibility**

The Vice President is, first and foremost, responsible for performing the duties of the President in their absence or at their request. All other duties are secondary.

### **Principal Duties**

In addition to the duties of every Board member, the Vice President is responsible for:

- Acts as the President in his or her absence;
- Reports to and works closely with the President to assist with his or her duties
- Assigned to a special area of responsibility such as membership, media, personnel, annual event, etc.
- Assists the president in providing leadership and guidance to other board members with the expectation of becoming president;
- Vice President personally models the Club's values and code of conduct;
- Performs other duties as assigned by the President

The Vice President may, with greater regularity than other members of the Board:

- Prepare Agendas for Board Meetings;
- Prepare recommendations for Board consideration;
- Prepare recommendations to the members for changes to by-laws; and
- Represent the Club at community meetings and events.

## Secretary Job Description

### Responsibility

The Secretary is, first and foremost, responsible for ensuring that minutes of all Club meetings are recorded and distributed.

### Principal Duties

In addition to the duties of every Board member, the Secretary is responsible for:

- Maintains records of the board and ensures effective management of the organization's records
- Manages the minutes of board meetings
- Ensures minutes are distributed to members in a timely manner after each meeting
- Be sufficiently familiar with legal documents (articles, by-laws, etc.) to note applicability during meetings.

## Treasurer Job Description

### Responsibility

The Treasurer is, first and foremost, responsible for the Club's Finances.

## Principal Duties

In addition to the duties of every board member, the Treasurer is responsible for:

- Manages the finances of the organization, including the board's review of and action related to, financial responsibilities.
- Ensures appropriate financial reports are made available to the board.
- Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health.
- Develops an annual budget in consultation with the key full-time employees and presents it to the board for members' approval.
- Ensures development and board review of financial procedures and systems.
- Chairs the Finance Committee and prepares agendas for meetings.
- Ensures adherence to the Club's financial policies and procedures.
- Assists in the selection of an auditor, if needed, and meets with him or her annually.

## Secondary duties

The Treasurer may, with greater regularity than other members of the board:

- Prepare Agendas for Board Meetings;
- Prepare recommendations for board consideration;
- Prepare recommendations to the members for changes to by-laws; and
- Represent the Club at community meetings and events.

## Nomination Form

The undersigned Club Members in good standing wishes to nominate the following individual for the position of \_\_\_\_\_ on the Board of Directors for Revelstoke Snowmobile Club and understand that we may only nominate one person.

### **Person being Nominated (Nominee)**

Print Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### **Nomination Moved by:**

Print Name: \_\_\_\_\_ Member #: \_\_\_\_\_

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

### **Nomination Seconded by:**

Print Name: \_\_\_\_\_ Member #: \_\_\_\_\_

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

### **Nomination Acceptance**

I hereby confirm that I have read the "Job Description" for the position I have been nominated for and confirm I meet all the eligibility requirements for the position. Please submit my name for consideration to the membership.

Signature: \_\_\_\_\_

## **Nomination Submission**

Please submit the following no later than September 26, 2023 to **revsnowmobileclub@gmail.com** for vote at the Club's Annual General Meeting:

- A completed Nomination Form
  - Please include as an attachment a document that includes answers to the following questions.
1. Do you have experience as a board member on this Board or another? If so please specify in what capacity, and some of your experiences.
  2. Why would you like to be a Board Director? Please include a description of how you will contribute to the dynamic of the Board.
  3. Please describe any other experience that would support your application: