



*"Leading BC to excellence and British Columbians to be active for life"*

## **BADMINTON BC BOARD OF DIRECTORS NOMINATIONS PACKAGE**

Badminton BC, the provincial governing body for badminton, is seeking individuals to stand for election to the Board of Directors at the September 16<sup>th</sup>, 2017 Annual General Meeting. There are five (5) Directors positions available for interested and qualified candidates in the following terms:

- 3 positions - 2 year terms
- 2 positions - 1 year term

With its provincial head office located in Surrey, BC, Badminton BC serves a broad constituency of close to 2000 members throughout the province.

Badminton BC's Board of Directors is comprised of elected volunteers and is a working Board in transition to more oversight.

### **UPCOMING BOARD WORK FOR 2017- 2018**

By Law 7.2 formally calls to action the Badminton BC Nominating Committee to prepare a slate of nominees for members to elect and govern the Association in 2017-2018. The committee has met with the current Board to discuss the skills matrix required to undertake the work over the next year including the fiduciary roles and responsibilities of governing a provincial sport organization. This is summarized below:

1. 2017-2020 STRATEGIC PLAN IMPLEMENTATION
2. REVENUE GENERATION, FUND & PARTNERSHIP DEVELOPMENT
3. RISK MANAGEMENT REVIEW
4. NEW BC SOCIETIES ACT COMPLIANCE AND GOVERNANCE REVIEW

### **Roles & Responsibilities**

The Badminton BC Board of Directors has the responsibility of setting strategic direction, establishing policy, and overseeing the activities of the Association. More specifically, Board of Directors:

- Support the Badminton BC mission;
- 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 personal skills and expertise with the Board and staff;
- Advocate for Badminton BC using personal networks to promote in ways appropriate;

- Champion support for Badminton BC in areas such as advocacy for amateur sport, revenue generation, partnerships, fund development, and members recruitment;
- Fulfill the fiduciary duties of care, confidence and loyalty to Badminton BC;
- Participate in orientation sessions and regular assessments to improve Board performance;
- Participate in strategic planning, monitoring and evaluation activities;
- Prioritize and monitor programs and services;
- Select the Executive Director, review annual performance, and provide direction if needed in accordance to the job description;
- Partner and collaborate with the Executive Director to accomplish the mission;
- Work to develop new leadership and recommend potential board members to the Nomination Committee;
- Avoid the appearance of conflict of interest;
- Participate in the Badminton BCs conferences and meetings; and
- Read and sign in agreement the Badminton BC's Code of Ethics and Conflict of Interest forms.

The day following the AGM all elected Board of Directors will be required to attend a full day Board orientation session and planning meeting. At this meeting the Directors will discuss and appoint Officers of the association and the appointment to various committees. Each Director will be expected to Chair a standing or operational committee in addition to the Directors role. Specific roles and responsibilities of each position are described here.

### **Composition**

The work and roles and responsibilities of the Board are carried out by:

- Six (6) directors elected by membership
- One (1) Past President

Each elected Director will serve for a two (2) year term with three (3) Directors being elected at each AGM. Complete information can be found in Badminton BC's Constitution & Bylaws.

The Board is supported by a governance structure of approximately 5 standing and program committees and a volunteer engagement of nearly 20 passionate people.

### **Time Commitment**

1. Six to eight 2-hour teleconference meetings per year
2. 1-2 face-to-face multi-day meetings per year
3. Standing/Operational Committee meetings (monthly/quarterly/as needed), depending on Committee

## **Board Work Commitment**

1. Chair one Standing or Program Committee
2. Attend Board Meetings
3. Be prepared for Board Meetings
4. Submit Director's Report to each meeting

## **NOMINATION AND APPLICATION PROCESS**

Badminton BC is seeking nominees who have business acumen, financial management, strategic thinking, policy development, and risk management experience and skills. Candidates who are dependable, flexible and demonstrate good judgement; have time, and those who have the courage, willingness and ability to present their opinions, listen to others with sincerity, ask questions that encourages moving discussions forward; can work with consensus group decision making and is committed to learning.

To stand for nomination, be elected, appointed or continue to serve as a Director, an individual must be a member in good standing at the time of nomination (for the membership year 2017-2018) and an eligible voting member (19 years or older at the time of such person's proposed term of service.

If any member wishes to apply for nomination please complete and forward the attached nomination form by email to [nominations@badmintonbc.com](mailto:nominations@badmintonbc.com).

**Applications must be submitted by August 18<sup>th</sup>, 2017.**

All nominations will be reviewed by the Committee to ensure the requirements of skills, knowledge, and experience is present to assist with the 2017-2018 work of the Board.

References will be contacted and if there are any follow up questions nominees will be contacted by the committee Chair. Nominees may contact the Committee Chair, Dennis Brown at [nominations@badmintonbc.com](mailto:nominations@badmintonbc.com) if there are any questions on the process.

*\*If more eligible nominations are received prior to August 18<sup>th</sup>, 2017 than there are available positions on the Board of Directors, a vote will be held by email ballot (with mail out for those members in our database without email addresses who are 16 years of age or older and in good standing) to be sent out by August 25<sup>th</sup>, 2017 and received back by September 7<sup>th</sup>, 2017.*



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Appendix 1 – Board of Directors Nomination Form

2017-2018 BOARD OF DIRECTORS NOMINATIONS APPLICATION

Nominees Legal Name

(First) (Middle) (Last) (Usual Name if different than Legal)

Address

(Street) (Postal Code)

(Phone) (Cell) (Email)

Employer

Name

Your Title:

Type of business or organization:

Role in the organization:

Preferred method of contact ( ) Residence ( ) Cell ( ) Email

Education/Training/Certificates

Skills, Experience and Abilities (Please put and X beside all that apply)

- ( ) Finance/Business Acumen ( ) Strategic Planning
( ) Planning Management ( ) Policy Development
( ) Risk/Quality Management ( ) Legal
( ) Governance – Not-for-Profit ( ) Badminton Experience

**Please select any boards and/or committees that you serve on, or have served on**

- Business       Political       Social       Professional  
 Civic       Recreational       Community       Religious

Include organization title, role and your dates of service:


**Please review the “Board of Directors Roles and Responsibilities” that follow and identify which position(s) you would have interest in.**

- President     Vice-President     Secretary     Treasurer     Director at Large

**How do you think your skills, experience and abilities can assist the Badminton BC Board of Directors with the 2017-2018 upcoming Board work?**

--

**Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of Badminton BC.**

--

**Have you received any awards or honors that you'd like to mention?**

--

**This nominee would be asset to Badminton BC because?**

--

**Please tell us anything else you'd like to share.**

**Nominated By:** *(To be eligible to nominate, be nominated, elected, appointed or continue to serve as a Director, a person must be a Voting Member of the Society in good standing (2017-2018) at the time of nomination and must be nineteen (19) years or older at the time such person's proposed service on the Board is to commence (i.e. September 17th, 2017).*

**Name**

\_\_\_\_\_

(First)

\_\_\_\_\_

(Last)

**Contact**

\_\_\_\_\_

(Phone)

\_\_\_\_\_

(Cell)

\_\_\_\_\_

(Email)

\_\_\_\_\_

**Nominator's Signature**

\_\_\_\_\_

**Nominees Signature**

**Thank you for your nomination application. Nominees will be notified within 1 day after the nominations deadline.**

Please return completed applications by **August 18<sup>th</sup> 2017** to [nominations@badmintonbc.com](mailto:nominations@badmintonbc.com).

## Appendix 2 - Board of Directors Roles and Responsibilities

### PRESIDENT (1 Position)

Presides over the meetings of the Society and the Board:

- i. provides adequate notice for meetings and in collaboration with Executive Director schedule meetings to maximize Board participation
  - ii. in consultation with the Executive Director prepare and circulate agenda and any materials needed for review prior to any meeting
  - iii. in consultation with the Executive Director ensure that any action items are assigned reasonable time lines and delegated to appropriate groups or individuals
- b. Serve as the chief spokesperson for the Society
- i. attend badminton events and make any public address to represent the interests of Badminton BC first and foremost
  - ii. take in feedback from the badminton community and proceed appropriately to protect the interests of Badminton BC
- c. Supervise the other officers in the execution of their duties
- i. in consultation with the Executive Director ensure that action items are addressed according to assigned time lines
  - ii. conduct annual reviews with Board Members and assist in finding personal enrichment opportunities for them to acquire stronger Board skills
- d. Be an ex-officio member of all committees except the Nominations Committee
- e. Perform such other duties as may be designated by the Board of Directors
- f. Supervise the senior staff position of the Society
- i. participates in weekly meetings with Executive Director to discuss events or issues that affect the interests of Badminton BC
  - ii. provide Executive Director with any communication from the badminton community that potentially could affect the interests of Badminton BC

### VICE - PRESIDENT (1 Position)

Presides over the meetings of the Society and the Board in the absence of the President

- a. Performs such other duties as may be designated by the Board of Directors in the absence of the President
- b. Chairs the Nominations and Governance Committee
  - i. at a minimum of every 3 years periodically review the Constitution and Bylaws
  - ii. provide any recommendations to the Board of Directors

### SECRETARY (1 Position)

- a. Ensures minutes of the Board of Directors meetings are:
  - i. recorded and prepared
  - ii. circulated and reviewed
  - iii. updated if necessary
- b. Provides communications staff the minutes of meetings to be posted on the website in 'draft' form
- c. Provides updated minutes of meetings once they have been approved at next meeting and consequently, ensures that the Badminton BC website is updated
- d. Maintains a list of outstanding Action Items as directed by the Board of Directors or the Senior Staff Position
- e. Updates Policy and Procedure manual as directed by Board of Directors and office staff
- f. Updates Constitution and Bylaws as voted on at the AGM
- g. Ensures that updated Constitution and Bylaws are provided to the office staff to be sent to the Office of the Registrar upon request of the Board of Directors or Senior Staff Position

### TREASURER (1 Position)

- a. Member of Finance and Audit committee
- b. Reviews monthly the financial records of the Society
  - i. analyzes the cash flow of the Society
  - ii. oversees the completion of the yearly audit
- c. Advises Finance & Audit Committee of any concerns immediately

### MEMBER AT LARGE (3 Positions)

- a. Represents the general membership on issues of interest or concern, particularly those that arise outside of the standing committee structure
- b. Potentially could conduct projects to further the goals of the organization or to develop services for the membership, and could serve as chair of any ad hoc committee formed to develop these projects



- c. Listens to membership and communicates their issues, needs and interests to the Board of Directors
  - i. identify potential problems and opportunities
  - ii. work effectively toward common goals as a team member
  - iii. set objectives and
  - iv. develop action plans for selected and/or assigned projects

### **Appendix 3 - FAQ's**

1. Who is remaining on the Board? - *Dennis Brown (Vancouver) is mid-term, Daisy Lee is mid-term) and Pedro Catalan (New Westminster), and Andrew Tsang (Burnaby) are both appointed and will stand for election in September. There is a strong skill set.*

2. Does a Director receive any compensation? - *Board of Director's positions are volunteer. Eligible expenses while conducting the business of the association will be covered as per Badminton BC policy and based on decisions at the BOD's meetings and budget planning.*

3. What is the value placed on contributions from directors? - *Directors are expected to engage and contribute, and are appreciated by the rest of the BOD for the work they do.*

4. What training programs are available to directors, including financial support for attending director accreditation programs? - *This has not been available in the past due to financial constraints. The Board does engage in orientation activities following the AGM. Professional development funds can be accessed through project funding..*

5. What is the current state of leadership of the organization-ED and depth of management? - *Very competent Executive Director; Board has worked efficiently the last 5 years.*

6. Badminton BC's strategic direction-Why is it of interest to me? - *If your expertise and knowledge matches with upcoming board work you will be able to contribute to the future of the organization.*

7. What would be my time commitment – when, where, how long? –

- 6-8 2-hour teleconference meetings/year
- 1-2 face-to-face multi-day meetings/year
- Standing and or Program Committee meetings, (monthly/quarterly/as needed), depending on Committee

8. What would be my work commitment? –

- *Chair one Standing or Program Committee*
- *Attend Board Meetings*
- *Read Board Meeting materials prior to meetings – provided one week in advance*

- *Submit Director Report for each BOD meeting – template is provided*
9. *What is the status of the annual reports & financial statements? – Are currently in order and can be discussed with any Board member upon request.*
  10. *What are the Badminton BC's biggest areas of risk and opportunity? - Risk – Financial; Opportunity - participation and event hosting*
  11. *Does Badminton BC have any ongoing litigation situations? - No.*
  12. *What are the Directors' and officers' insurance coverage? – Badminton BC's Insurance coverage includes that liability, sport accident and a comprehensive Director's and Officials (D & O) liability.*
  13. *What terms do Directors serve? - Each elected Director will serve for a two (2) year term with up to three (3) Directors being elected at each AGM. Complete information can be found in Badminton BC's Constitution & Bylaws.*