



## Suburban Football Club - Election of an initial Board of Directors

Dear Suburban FC Members,

The Steering Committee (Peter Crowe, Keith Toon, Sandra Winters, Anthony Murphy, Michelle Henry, Bill Foster, Andrew McDonald, Melanie MacKinnon, and Nathan Kroll) of the newly merged Suburban FC is pleased to announce the call for nominations for the initial Board of Directors.

### **Location:**

Sackville Heights Community Centre Gymnasium, 45 Connolly Road, Middle Sackville

Date: 11 September 2019

Time: 7:00— 8:30 pm

### **How to apply:**

Please submit the following before 9 September 2019, to [suburbandistrictmerge@gmail.com](mailto:suburbandistrictmerge@gmail.com):

- Professional CV or resume
- Soccer-related CV
- Statement of interest to include position(s), objectives in the position, and suitability
- Three references

### **Election process:**

- Minimum two weeks notification of elections to be held at a General meeting of Suburban FC
- Consolidation of candidate submissions by the Nominations Committee (Bill Foster and Michelle Henry)
- Sign-in and ballot distribution at the General meeting — members in good standing from Bedford SA, Central FC, and Suburban FC overseen by Nicole Gaudet and the Nominations Committee
- Presentation by position of the candidate submission summaries by the Suburban FC President, Peter Crowe
- Submission of ballots by position
- Ballot count by position by the Nominations Committee

# President - Peter Crowe

## **The roles and responsibilities of the President include:**

- Leading the Board in setting and achieving the Club's strategic direction.
- Communicating the vision, mission, core values, strategic objectives, and information about the Club's activities, to the community, Members, and stakeholders.
- Providing leadership and direction for the Board's development of policies and strategies that guide the Club.
- Ensuring that the relationship between the Board and Technical Operations remains positive, constructive, and professional.
- Presiding at all General and Executive meetings, deciding all questions of order, and announcing the results of voting. He/she shall neither move nor second any proposals or amendments there to, nor shall he/she vote except to cast a deciding vote.
- Ensuring that the Board carries out its responsibilities as defined in the Club's by-laws, governance policies, and other policies that may be enacted from time to time.
- Ensuring that the Board attends to its internal governance functions, including those related to the recruitment and orientation of Board candidates.
- Serving as an ex-officio member of all Board and Club committees and sub-committees to attend meetings of any committee and sub-committee.
- Remaining familiar with all programs, policies, and procedures of the Club.
- Preparing, together with the Technical Operations Leadership, the agenda and information materials for the Annual General Meeting.
- Leading the Board in evaluating operations against Club strategy.
- Ensuring that meetings of the Board run in accordance with the Board meeting rules and procedures and code of conduct.
- Speaking and voting on behalf of the Club at District, Soccer Nova Scotia, and other external meetings; in a manner that is consistent with the will of the Board of Directors at all times.
- Ensuring that decisions reached by Soccer Nova Scotia that are applicable to the Club are brought to the attention of the Board of Directors for consideration.



# Vice-President

**The roles and responsibilities of the Vice-President include:**

- Performing the duties of the President in the President's absence or inability to act.
- Working closely with the President to ensure all of the day-to-day business is in order.
- Undertaking special tasks for the Board at the Board's request.
- Acting as one of the Board's signing officers.
- Creating and Chairing the Governance and Discipline Committee, and reporting back to the Board about its progress in relevant areas.
- Other roles and responsibilities as may be assigned by the Board when necessary throughout the term of service.

# Financial Officer

**The Financial Officer is the Club Treasurer. He/she is responsible for all Suburban FC funds and for the legal administration of those funds. Responsibilities also include ensuring that the Board is aware of the current financial status of Suburban FC and advising on the release or use of funds where necessary. This role includes the following:**

- Keeping accurate accounting records for the organization.
- Preparing the Treasurer's report to be presented at monthly meetings and the AGM.
- Preparing the annual financial statements as soon after the end of the fiscal year end as possible.
- Assisting in the preparation of the annual/season budgets.
- Guiding the auditing processes annually.
- Overseeing sponsorship agreements.
- Creating and Chairing the Finance and Sponsorship Committee, and reporting back to the Board about its progress in relevant areas.
- Other roles and responsibilities as may be assigned by the Board when necessary throughout the term of service.

# Secretary

**The Secretary shall be responsible for preparing and maintaining all meeting minutes as well as all other books and records for Suburban FC. The roles and responsibilities of the Secretary include:**

- Holding the Board responsible to meeting timelines– organizing and coordinating all Board and General Meetings of the Membership.
- Uploading the Club's records and documents to the shared drive.
- Informing the Membership of the date, time and place of the Annual General Meeting and of any Special General Meeting, and of any motions on the agenda at such meetings requiring advance notices.
- Recording minutes of all General, Board, and Executive meetings of the Club, and distributing minutes to relevant parties, within two week of the meeting.
- Maintaining a record in chronological order of all formal correspondence and minutes of all General, Board, and Executive meetings of the Club.
- Receiving confirmation that actions items are circulated to the Directors following each Board meeting.
- Assisting in the preparation of the AGM agenda and documents, and confirming that all documents are sent to the Members in advance of the meeting.
- Other roles and responsibilities as may be assigned by the Board when necessary throughout the term of service.



# Director, Community Engagement

**The Director of Community Engagement designs and coordinates community outreach programs and events to assist in the development of the Club within the Suburban FC community and surrounding area. The roles and responsibilities of this position include:**

- Overseeing existing and future programs/events in various outlets that extend beyond in-house Club programming.
- Identifying opportunities for Club exposure and programming within the community.
- Actively promoting Club programming and philosophies (as outlined in the Suburban FC Strategic Plan) to existing and future potential Club members.
- Establishing partnerships with outside organizations to ensure that everyone in the community has opportunities and exposure to the available Club programs.
- Developing frameworks and policy agreements with other sports and clubs to enable the continued participation of multi-sport athletes and coaches.
- Creating and Chairing the Community Engagement Committee and reporting back to the Board about its progress in relevant areas.
- Other roles and responsibilities as may be assigned by the Board when necessary throughout the term of service.

# Director, Communications

**The roles and responsibilities of the Director of Communications include:**

- Overseeing Club communications throughout the year on platforms such as Twitter, Instagram, the Club's website, and Facebook page; and also through email, print media and other conventional means.
- Overseeing the maintenance of the current distribution lists for coaches, managers, and parents by the Club Manager
- Receiving emails through a suburbanfc.ca email account and routing to the appropriate Board member for attention.
- Creating and Chairing the Communications and Marketing Committee, and reporting back to the Board about its progress in relevant areas.
- Other roles and responsibilities as may be assigned by the Board when necessary throughout the term of service.

