



## EKSC BOARD POSITIONS: EXPRESSION OF INTEREST FORM

**For discussion at the Board Meeting following the AGM, October 20, 2021**

**Proposed Process:**

- As per the EKSC Bylaw 7.1 (a) *Immediately following the Annual general Meeting in each year, the Board of Directors shall meet and shall elect from amongst their membership for a term of one year a President, a Vice President, a Secretary, a Treasurer, and such other officers as the Board may determine from time to time. In default of such election the then incumbents, being members of the board, shall hold office until their successors are elected.*
- All elected Board Members and those seeking to be elected are asked to indicate their preference for the various Board positions stated below and bring the form to the AGM to be discussed at the meeting directly following the AGM. All nominees must commit to the activities and time commitment for each of the roles prior to election.
- There must be a Board Member elected to the Executive positions of ‘President’, ‘Vice-President’, ‘Secretary’ and ‘Treasurer’ as an absolute minimum. Should there be no interest in any of these roles, discussions must continue until an individual is elected.
- Each Executive position will have a board member nominated to it, be seconded and a vote taken.
- There can only be one elected Board Member for each of the executive positions. All remaining board members will be a ‘Director-at-Large’. This position can be held by numerous board members.

**Name:** \_\_\_\_\_

Board Position	Expression of Interest <i>(tick as appropriate)</i>			Comments
	Yes	Would consider	No	
President				
Vice-President				
Secretary				
Treasurer				
* Past President	<i>This role is automatically applied to the previous President once a new President is elected amongst its membership.</i>			

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**President 20-30 hr/month:**

- preside at all meetings of the Board of Directors and Executive Standing Committee;
- be chair of the Executive Standing Committee;
- be ex officio member of all divisions and committees;
- with the sanction of the board of directors, appoint such special committees with special duties as may be required from time to time;
- perform such other duties that may be required from time to time as specified by the Board of Directors or the Bylaws. Examples include, but not limited to:
  - Biweekly meetings with Head Coach and General Manager;
  - signing authorization, including electronic, for the club;
  - signatory for all contracts/MOU related to the club;
  - representative to the AGLC for the club;
  - representative to Swim Alberta for the club;
  - representative of the Board of Directors for the Dispute & Discipline Policy;
- receive and respond in a timely manner to all matters raised with the President direct and as the focal Head of the Club;

**Vice President 20-30 hr/month:**

- during the absence or inability of the president, exercise the president's duties and powers;
- be a member of the Executive Standing Committee;
- attend all meetings of the Board of Directors and Executive Standing Committee;
- perform such other duties that may be required from time to time as specified by the Board of Directors or the Bylaws. Examples include, but not limited to:
  - Biweekly meetings with the Head Coach and General Manager;
  - Signing authority, including electronic, for the club;
  - be a member of the Finance and Audit committee;
  - may serve as member/chair to any other of the club's committees;

**Treasurer 20-30 hr/month:**

- with the sanction of the Board of Directors, appoint such other members of the board of directors or employees as deemed necessary to assist in fulfilling the duties as hereinafter set out;
- receive all monies of the society and disperse the same as ordered by the Board of Directors;
- issue statements to the membership for dues and notify members in arrears with respect to dues;
- keep books of the society and a correct amount of receipts and disbursements;
- present a detailed report at the Annual General Meeting;
- prepare a budget in consort with the Board of Directors and Head Coach/General Manager;
- prepare a midterm comparison of actual disbursements and projected budget for the Board of Directors;
- deposit all monies or securities in the name of the society in such bank as directed;
- be bonded at the expense of the society if deemed necessary;
- be a member of both the Executive Standing Committee and the Finance and Audit Committee;
- attend all meetings of the Board of Directors and Executive Standing Committee;



### Edmonton Keyano Swim Club

- perform such other duties that may be required from time to time as specified by the Board of Directors or the Bylaws. Examples include, but not limited to:
  - regular meetings with the accountant and general manager;
  - organizing and facilitating documents to be prepared for the Auditor;
  - Signing authority, including electronic, for the club;
  - be a member of the Finance and Audit committee;

#### **Secretary 15 -20 Hr/month:**

- provide notification as required for all meetings of the society, the annual general meeting, meetings with the board of directors and the Executive standing committee, and make arrangements as required regarding the place of such meetings;
- maintain accurate minutes of the meetings of the Board of Directors and provide to each member of the board of directors;
- maintain accurate minutes of the meetings of the Executive Standing Committee and provide to each member of the Executive Standing Committee;
- be the custodian of the official corporate seal of the society;
- have charge of all correspondence and records of the society and be under the direction of the President and Board of Directors;
- submit a list of the members of the Board of Directors and coaches to appropriate agencies under the direction of the Board of Directors and/or Head Coach;
- be a member of the Executive Standing Committee;
- attend all meetings of the Board of Directors and Executive Standing Committee;
- perform such other duties that may be required from time to time as specified by the Board of Directors or the Bylaws. Examples include, but not limited to:
  - Signing authority, including electronic, for the club;
  - may serve as member/chair to any other of the club's committees;