



Provincial Director

BCSF PROVINCIAL DIRECTOR SEAT NOMINATION PACKAGE

Nominations Chair

PO BOX 277 KEREMEOS, BC. V0X 1N0 | FAX: 250.499.2103 | EMAIL: OFFICE@BCSF.ORG

Table of Contents

Provincial Director Volunteer Job Description2

 Eligibility2

 Accountability.....2

 Authority2

 Time Commitment2

 Term of Office.....2

 Responsibility2

 Principle Duties.....2

 Qualifications.....3

 Skills3

 Evaluation.....4

 Removal of a Board Member4

Nomination Form Provincial Director.....5

Nomination Submission6

Provincial Director Volunteer Job Description

Eligibility

- At no time may more than one member of any particular immediate family be elected to the Board.
- Employees of the Society are not permitted to be Directors or Officers of the Society, nor are any family members of an employee to be elected to the Board.
- Directors and Officers of the Society must be a member of a BCSF Club in good standing.
- No person may hold more than one office at a time.
- If there are no nominations for a Provincial Director the seat will be considered vacant. The BCSF Board of Directors may appoint someone into the seat until the next election.
- Must be 18 years or older

Accountability

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

Authority

Individual board members have no authority to approve actions by the Federation, to direct staff, or to speak on behalf for the Federation unless given such authority by the board as a whole.

Time Commitment

Twelve hours a month (board meetings, preparing for board meetings, participating in committees and attending special events)

Term of Office

Two year term, renewable once

Responsibility

Board members are responsible for acting in the best long-term interests of the Federation and the community and will bring to the task of informed decision-making, a broad knowledge and an inclusive perspective.

Principle Duties

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

- Prepare for and participate in board meetings
- Being knowledgeable of the bylaws that govern the Federation
- Being informed about governance policies and practices
- Offer opinions and perspectives during discussion and deliberations of the board
- Voicing any opposition to a decision clearly and explicitly at the time a decision is being taken
- Visibly voting on decisions-or visibly abstaining from the vote
- Work effectively with other board members, committee members and employees to ensure productive outcomes at all meetings
- Understanding and respecting the distinction in the roles of the Board and Federation employees
- Maintain solidarity with other board members in support of a decision made at board meetings
- Participate in the evaluation of the board itself (annual board self-evaluation)
- Contribute to the work of the board as a member of a board committee
- Attend and participate in the Annual General Meeting

Qualifications

The following are considered key qualifications:

- Must have knowledge of the snowmobile community
- Must be aware of trends and the changing social, political and technical environment of the Federation.
- Must be able to contribute constructively to the overall management of the Federation
- Must have a computer, printer and scanner
- Must be able to check email, do internet searches, participate in online discussions, and be able to upload/download files.
- A basic understanding of a Profit & Loss, Balance Sheet, Cash Flow forecasts, and the principles of budgeting and financial reporting.

Skills

The following are desired skills

- Ability to see situations from a Province 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
- the 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, without being hooked on 'this is how we have always done it'.
- 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 Federation.

- setting high standards and helping others to achieve them.
- focus, drive and determination, the persistence to see things through, dealing with important matters first, and the resilience to overcome inevitable set-backs.
- additional functional expertise, whether of finance, operations, sales, marketing, purchasing, IT, HR, social media

Evaluation

Board members will participate in an evaluation of the performance of the board as a whole and of his/her own performance as a board member or committee member. Evaluation will include an assessment of the board or committee as a whole in fulfilling its rules and responsibilities and the processes and structures of the Board or committee.

Removal of a Board Member

The office of Director shall be vacated upon the occurrence of any of the following events

- If a Director resigns by delivering a written notice of such resignation to the Secretary/Treasurer or President.
- If a Special Resolution is passed by the Membership to remove the Director before the expiration of his term.
- Declaration of bankruptcy.
- Being absent from three consecutive board meetings without notice or reasonable excuse

Nomination Form- Provincial Director

The undersigned BCSF Club in good standing wishes to nominate the following individual for the position of Provincial Director on the Board of Directors of the BC Snowmobile Federation and understand that we may only nominate one person from our club.

Nominee

Print Name: _____ Member #: _____

Address: _____

Phone # : _____ Email: _____

Signed: _____

Date: _____

Each nomination must be signed by two members in good standing of the nominating club.

Nomination Moved by:

Print Name: _____ Member # _____

Club: _____ Date: _____

Signed: _____

Nomination Seconded by:

Print Name: _____ Member # _____

Club: _____ Date: _____

Signed: _____

Nomination Acceptance

I hereby confirm that I have read the "Provincial Director Volunteer Job Description" and confirm I meet all the eligibility requirements for the position of Provincial Director. Please submit my name for consideration of Provincial Director.

Name: _____ Membership # : _____

Signature _____

Nomination Submission

Please submit the following no later than March 7, 2019 for vote at the Annual General Meeting April 6, 2019 in Kamloops.

- A completed Nomination Form
- An introductory letter that includes a summary of your interest, experience and skills that you bring to the BCSF Team

Send to the Nominations Chair via BCSF office no later than March 15, 2018

Mail : PO Box 277 Keremeos, BC. V0X 1N0

Fax: 250.499.2103

Email: office@bcsf.org