



BCSF Vice President

BCSF VICE PRESIDENT SEAT NOMINATION PACKAGE

Nominations Chair

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Vice President Volunteer Job Description

Eligibility

- The position of Vice President shall be open to any current Director of the BCSF Board at the time of the AGM. Additionally, they must have served a minimum of one year as a BCSF Director.
- 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.
- The positions of Vice President shall be elected by a vote of the voting members present.
- No person may hold more than one office at a time.
- If there are no nominations for Vice President 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 Vice President serves and is accountable to the board of directors of the Federation

Authority

The Vice President has no formal authority to direct the board or the affairs of the Federation, unless otherwise authorized. Like other board members, they are entitled to make motions and vote on matters before the Federation.

The Vice President may not, on behalf of the Federation, enter into contracts without the knowledge and approval of the board and/or the Executive Committee of the board (including the Executive Director)

Time Commitment

Forty hours per month (board meetings, executive meetings, committee meetings, preparing for meetings, attending special events)

Term of Office

Two year term, renewable twice. Five-year limit.

Responsibility

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

Principle Duties

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

- Discharging all of the duties of the president if president is unavailable
- Assists the president in providing leadership and guidance to other board members with the expectation of becoming president
- Vice President personally models the Federation's values and code of conduct
- Work with any committees as required

Secondary duties

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

- Prepare Agendas for Board Meetings
- Carry out BCSF Business between meetings
- Prepare recommendations for board consideration
- Prepare recommendations to the members for changes to by-laws
- Be available to the executive director for consultation purposes
- Represent the Federation at community meetings and events

Other duties

Recognizing that the Vice President's role is a voluntary one, the board may formally authorize the Vice President to take on additional duties only if they do not interfere with any of the above.

Qualifications

The Vice President must have all the qualifications of a Director as well as:

- A commitment to, and a clear understanding of the mission of the Federation
- Knowledge of meeting procedures, governance policies and by-laws of the Federation
- Sufficient time to devote to his/her primary duties

Development & Evaluation

The Vice President shall regularly consult the board on their expectations of the Vice President's role and assess their strengths and areas for improved effectiveness.

Removal of Vice President

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

- if a Vice President resigns by delivering a written notice of such resignation to the Secretary/Treasurer
- If a Special Resolution is passed by the Membership to remove the Vice President before the expiration

of their term.

- Declaration of bankruptcy.
- Being absent from three consecutive board meetings without notice or reasonable excuse

Nomination Form Vice President

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

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 "Vice President Job Description" and confirm I meet all the eligibility requirements for the position of Vice President. Please submit my name for consideration of the position of Vice President to the Federation member clubs.

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 7, 2019.

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

Fax: 250.499.2103

Email: office@bcsf.org