

Policy Name/Title: NOMINATIONS POLICY
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Nomination of Directors

Introduction

Any interested individual may apply for any position on the Board of Directors, including players, referees, parents, or coaches, with the exception of the position of President who must be a current PSC Board member to be eligible. All positions must be filled as per job descriptions and requirements as outlined in the PSC Constitution and Roles/Responsibilities documents.

The Board shall, with the advice and assistance of its Nominations and Elections Committee ("Nominations Committee"), determine the Board vacancies (which may include any officer designation recommendations) for which nominations will be required in each year. The PSC Past President will head the Nominations Committee. In the event that there is no immediate Past President serving on the Board of Directors, another Chair will be chosen from volunteer candidates.

Any vacant volunteer Board position will be posted on the PSC website with position requirements, basic job description and responsibilities.

Forty-five (45) days prior to the Annual General Meeting (AGM) all positions becoming open for the following year(s) will be posted on the PSC website.

General Nomination Process

A Nomination form will be available on the Club website, and will also be provided upon receipt of a verbal or written request from any interested candidate. All nominations shall be in such format and shall require such information (including a resume of qualifications, and the requirement and consent of the nominee to have a background and/or police check performed) as the Board shall determine from time to time.

The Nominations Committee shall accept all nominations properly submitted, shall ensure that all nominees consent to their nomination, and they shall issue notice of the known slate of nominees to the voting members prior to the Annual General Meeting or in the case of a special meeting of voting members, with as much notice as possible under the particular circumstances.

The Board shall inform the voting members of record via the Notice of Annual General Meeting (Information Circular) posted on the Club website as well as delivered electronically to the full membership prior to the meeting of voting members in question. Such notice to the voting members, will include an invitation to nominate candidates to stand for election to fill the declared vacancies.

Applicants meeting the basic position requirements will be asked to attend the AGM where all nominees for positions will be posted during the election process for vote by the membership in attendance. Should there be multiple nominees/applicants for a position(s) then the nominees will be given the opportunity to speak for 5 minutes on their experience and reasons for applying/accepting nomination for a position. Should there be only one applicant meeting the basic requirements, and if this person is willing/able to commit, they may be acclaimed to the position.

Nominations shall remain open up until the commencement of the voting process at the Annual General Meeting.

Nominations for open positions shall be held in the order of the positions listed in the By-Laws.

Positions, such as the Club Head Referee, that receive a significant honorarium in recognition of their volunteer hours/commitment will be required to provide, in addition to an application and resume, a 1-2 page outline of why they are interested in the position, what they hope to accomplish with the role

(an example would be recruitment thoughts for new referees, retention of existing referees, mentoring, assessments, etc).

Although these are volunteer positions they are very important to the success and professionalism of the Pickering Soccer Club and as such it is key to ensure that any/all nominees/applicants for these positions understand the requirements of the role(s) they are interested in and that they are willing to make the necessary commitment (for instance, in time) to be effective in these roles.

Nominees/applicants for certain roles must be made aware of specific expectations, such as:

- **Head Referee** – must be available most week nights to monitor, mentor and assess current referees. Must be willing/able to attain (if not already in possession of) their Referee Training Certification. Must understand the expectation that they are not to accept multiple refereeing assignments that will interfere with their ability to perform the previously described functions.
- **Competitive Directors** – understanding of need to attend regular league meetings (including AGMs, discipline), provide skills transfer/education of new/existing coaches/managers on processes/league rules/DRSA and/or OSA requirements, work closely with Club Head Coach and his/her Technical team for coach/player development processes
- **Treasurer** – must be certified in the accounting field

Positions remaining open following the AGM will be posted on the PSC website for application. Those Board members in position will also actively solicit interest amongst the membership to obtain potential candidate(s) to fill these vacant positions. After review of applications (including resume/summary of experience and why they are interested) the sitting Board of Directors will vote to accept/decline said applicant(s).

Any/all board positions with the Pickering Soccer Club can be terminated during the term of the position due to non-performance of duties, including but not limited to – non-attendance at regular monthly Board meetings, non-performance of specific job functions, activities deemed counter to the PSC Code of Conduct and/or Zero Tolerance Policies, actions/activities deemed to not be in the best interests of the sport of soccer, our Club and our membership, or our governing bodies (DRSA, OSA, CSA).