

An introduction to the Lower Island Soccer Association BOARD OF DIRECTORS

An information handout for Prospective Board Members

SERVING ON THE BOARD OF DIRECTORS

Thank you for considering serving on the Lower Island Soccer Association Board of Directors. This outline has been developed to provide some understanding of how the Board operates in administering youth age soccer on Southern Vancouver Island. The laws and rules governing the LISA, the Board of Directors, Committees of the Board and other procedural meetings is the most recent edition of the following:

1. The Society Act of British Columbia
2. The Constitution and Bylaws of the Lower Island Soccer Association (May, 2000 Edition)
3. The Board of Directors Standing Orders
4. The Standing Orders on Board Committees
5. Parliamentary Procedure (Garfield Jones)

The Board exercises jurisdiction within the district on behalf of the eleven district clubs, namely the Bays United, Cordova Bay, Cowichan Valley, Gordon Head, Gorge F.C., Juan de Fuca, Lakehill, Peninsula, Prospect Lake, Salt Spring Island and Sooke. Among other duties, the Board administers the Boys' Select and Girls' metro program in for teams entered in U14, U15, U16, U17 and U18. By serving with the Board you can make a significant contribution to youth sports on the Lower Island and in the Province of British Columbia. This document outlines some points you may wish to consider in choosing to let your name stand for election to the Board.

FUNCTIONS OF THE BOARD OF DIRECTORS

The Board is the duly constituted body governing Lower Island soccer on behalf of the membership. Because the LISA registers both boys and girls, the organization must strive to provide gender equity in all aspects of the operation.

Members of the Board of Directors have a collective responsibility to run the affairs of the Lower Island. The Board conducts these affairs in accordance with the

Constitution and Bylaws of the LISA and is a member in good standing of the British Columbia Soccer Association.

The Societies Act establishes the authority of the Board as a collective entity. No individual Board member whether executive or otherwise, has any power to act outside the Board except as provided and approved by the Board. Member clubs at the Annual General Meeting elect the directors. The Board members in turn choose from among the elected directors, those who will become the Executive officers. The Board has several areas of primary responsibility:

- to act as trustees of the organization on behalf of the members;
- to be legally accountable for all aspects of the Organizations operations;
- to ensure all members and teams abide by the Constitution, Bylaws, Rules and Regulations of the organization;
- to represent the interests of the member clubs at meetings of the BCSA, with committees of the BCSA or with other organizations as may be periodically required (e.g. Island District meetings or other groups within the district such as the VISL, LIWSA, or the VISRA);
- to conduct disciplinary hearings involving carded players as well as complaints against coaches, referees and others as may periodically arise;
- to assist in resolving conflicts that may arise between teams and clubs within the district;
- to develop policy, procedures, rules and regulations governing soccer within the district for eventual consideration and approval by the member clubs;
- to conduct monthly meetings with club representatives to pass on information on matters concerning the operations within the district;
- to arrange District, Island and Provincial playoff schedules for each division as required;
- to appoint division monitors who will assist in tracking team standings as well as resolving issues that may arise within any division that is scheduled by the Board;
- to evaluate the performance of the Board of Directors and others who may periodically assist the Board;
- to ensure the financial health of the District;
- to act in co-operation with the district clubs, in setting the vision and broad policy directions for the future of the District;
- playing a lead role in helping to create a positive atmosphere for the entire soccer community;
- the Board has fiduciary functions, oversight functions and decision-making functions.

The Board consists of no less than eight (8), nor more than twelve (12) elected members. Provision is made in the Bylaws to add up to two Advisory Directors who may lend a special dimension to the Board that may not otherwise be represented. These Directors shall be granted all the rights, privileges and obligations of an elected director.

Directors will undertake to attend all Board meetings as regular attendance is important in maintaining continuity in discussions and in the decision making process. Board members will normally serve two year terms with, whenever possible, terms staggered so approximately one-half of the Board comes up for election in any given year.

The Executive members of the Board are the President, Vice-President (Operations and Girls), Vice-President (Administration and Boys), Treasurer and Secretary.

ELIGIBILITY TO SERVE

In order to be eligible for election to the Board of Directors you must first be nominated by the Nominating Committee or by a member club at the Annual General Meeting. The election process is carried out as directed by Bylaws of LISA. Once elected to the Board of Directors you must resign any elected or appointed position with a Board that is a member of the LISA. Board members must also declare membership held in other organizations that may be perceived to present a conflict of interest.

The Board may also appoint directors to fill the balance term that has become vacant for some reason. The term of each appointed director, as provided in the Bylaws, will expire at the next Annual General Meeting.

THE INDIVIDUAL DIRECTOR

While an individual can make a contribution to Lower Island as an individual member of the Board, it must always be understood that an individual Director, including Executive members cannot make arbitrary decisions about District operations that are not included in that Directors mandate as a Board member. There is a clear responsibility to discuss issues with colleagues at Board and committee meetings. Board members must always remember that legitimate decisions made by the Board as a whole must be respected by Board members regardless of how that member may personally feel about the decision. While there must always be an opportunity to express an individual opinion within Board meetings, it is the essence of the Board process that members show a united front once a decision has been made.

THE CHALLENGE OF BEING A DIRECTOR

You don't have to be an expert in soccer, nor do you have to be a trained administrator to be a good Director. Being a good Director comes from experience, but certain basic personal qualities help: be objective and fair, be a team player, be respectful of opinions expressed by other Directors, be discreet - particularly with information that is confidential, (usually in matters pending final resolutions, etc.) and be conscious of the fact that as a Board member, a large part of your responsibility is that of policy maker and facilitator not as a member who has to be responsible to oversee or organize every detail of Lower Island operations. You are but one member of the Lower Island Management Team.

WHAT IS MOST DIFFICULT?

No doubt the most difficult aspect of becoming a Director is the transition from being a parent, a coach, manager or director in a local Club to becoming a Lower Island Board member. Of course you don't stop being a parent or member of a local Club just because you have been elected to the Lower Island Board; however, being an effective Board member requires you to focus on the big picture and help to establish policies that will benefit the Lower Island overall, not just a specific Club or a group

of individuals. If you have specific concerns that relate only to you or your home club, you must be careful how you address these concerns at Lower Island. The fact that you are a Board member shall not be used to influence the outcome. Personal issues do not belong at the Board table. If an issue arises in which you have a vested interest, you should absent yourself from Board decisions pertaining to that issue.

EX-OFFICIO MEMBERS

Ex-officios are individuals who are neither "elected" nor "appointed" to Directorships but are given Board standing. Ex-officios are full members of the Board in every sense except they do not have voting privileges. Ex-officios usually represent a special interest in a liaison capacity. As an example, if the Board decided to contract someone to administer certain parts of the operation (e.g. Executive Director or Registrar), these individuals could be given "ex-officio" status with the Board. Also, the Past President may be given an "ex-officio" status on the Board for the express purpose of assisting the sitting President and Board for a one-year term following his or her retirement from the Board.

DISTRICT REPRESENTATIVES

District Representatives are members appointed or elected by district clubs to act as liaison members between the LISA Board and the district Clubs. "District Reps" as they are called, may be called upon to assist the Board with Committee work or in some other fashion in furthering district goals. The District Reps have a responsibility to attend a monthly meeting with the Board. This meeting is called to discuss issues of common interest and to take back to their home clubs information or questions that need clarification.

REGISTRARS AND RISK MANAGEMENT REPRESENTATIVES

As with the District Representatives, the club registrars, risk management representatives and others may meet with a Board member or act as a committee of the Board to discuss and formulate policy recommendations regarding issues of concern in their respective fields of interest.

WHAT IS THE COMMITMENT IN BECOMING A BOARD MEMBER?

Normally the Board will meet once a month. While one Board member is required to chair the monthly District Rep meeting, attendance by other Board members is optional unless they have a specific matter that needs to be presented to the Reps. Board meetings have traditionally been held on the first Tuesday and the District Reps meeting on the third Tuesday of each month between September and May. Special meetings may be held as required at other times.

Board members receive a meeting agenda as well as background materials and reports in advance of the monthly meetings. This assists in streamlining the Board process. Board members will also be provided with a private telephone line and Fax machine. Other equipment and supplies is provided on an "as required basis". While Board members do not receive any honoraria for their service, they will be reimbursed for all expenses incurred while carrying out business authorized by the

Board. As you can see, being a Board member is a substantial commitment. Consider your availability to make this commitment.

YOU HAVE DECIDED!

Serving on the Lower Island Board is an important contribution to the soccer community and you will certainly have an opportunity to influence the direction of soccer in this district and in the Province. This guide may have answered your immediate questions or it may have raised questions that you did not previously have. If you have further questions, you will find at the end of this outline the names and telephone numbers of current Board members who would be pleased to assist you.

ARE YOU READY TO SERVE?

Here is a personal readiness checklist you may find helpful:

- I understand the role of the Board of Directors.
- I recognize that the Board is a team environment.
- I understand the limitations of a director as an individual.
- I am able and willing to give the time commitment to serve as a director.
- I can bring special skills and insights to the board that otherwise may not be represented.
- I meet the formal qualifications to be a candidate for director.
- I understand the challenges of being a director.

If you feel that you can answer these questions with a YES then you are ready to become a nominee for a position on the Board. If you answer NO to any of these questions, or feel that you need more information, you are encouraged to do some further research.

ANY FURTHER QUESTIONS?

- Current members of the Board would be pleased to hear from you and to answer your questions about the Board or their specific fields of responsibility. Please see the Contact Us section of the LISA website