



Excellence through Development

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President: Mike Synnuck

LISA Board Recruitment and Information Package

1. Welcome & Overview

Dear Prospective Board Member,

Thank you for your interest in the Lower Island Soccer Association (LISA). We are a non-profit organization committed to providing quality soccer programming and governance for youth across the Lower Island region. Our success depends on a strong, diverse, and engaged Board of Directors. We invite you to consider lending your expertise, passion, and leadership to help shape the future of soccer in our community.

This package provides an overview of LISA, the roles and responsibilities of board members, and the application process.

2. About LISA

Who We Are:

Lower Island Soccer Association serves as the governing body for youth soccer for southern Vancouver Island, encompassing 11 member clubs and approximately 10,000 youth participants.

Our Mission:

To foster youth soccer, support opportunities for long term player development, support the members delivery of youth soccer, and govern youth soccer on Southern Vancouver Island and the Gulf Islands.

Our Vision:

Positive experiences for everyone in a unified soccer community.

Our Core Values:

- Soccer First - We commit to ensuring our decisions and actions are in service of improving the product on the field
- Collaboration - We commit to working in partnership with our members and community stakeholders
- Accountability - We commit to taking ownership for our responsibilities and encouraging our partners to do the same
- Clarity - We commit to defining and maintaining clear roles and boundaries with our partners
- Transparency - We commit to being open and honest in our decisions and communications

Our Strategic Priorities:

- Develop – Support opportunities for the development of players, coaches, officials, and leaders
- Deliver – Support our members' delivery of youth soccer
- Govern – Govern youth soccer
- Promote – Foster youth soccer in the southern part of Vancouver Island

3. Why Join the LISA Board?

Becoming a LISA Board Member offers an opportunity to:

- Shape the future of youth soccer in the Lower Island
- Contribute your professional expertise to support the local community
- Build meaningful relationships with other leaders and volunteers
- Enhance leadership skills and governance experience
- Make a difference in the lives of thousands of players and families

4. Board Structure and Expectations

Composition:

LISA's Board is a Governance Board comprised of a President, Vice President, Treasurer, Secretary, and up to six Directors at Large. LISA Board members are nominated by and voted in by LISA's Full Member clubs.

Term Length:

Two-year terms (renewable). Elections are held annually at the AGM in accordance with LISA's bylaws. Board members may not serve more than 3 consecutive two-year terms.

Time Commitment:

- Monthly board or Interlock (club meetings) meetings (typically 1.5 to 2 hours)
- Occasional committee work or special meetings
- Attendance at the AGM and key events (e.g., cup finals, club visits)
- Approx. 4–6 hours/month on average during the soccer season

Responsibilities:

- Act in the best interests of the Association
- Provide strategic leadership and oversight
- Uphold fiduciary expectations as outlined in LISA's bylaws
- Ensure sound financial management
- Uphold LISA's mission and values
- Act as ambassadors for LISA within the soccer and broader community
- Support policy development and organizational growth

5. Who We're Looking For

We welcome applications from individuals of all backgrounds and experiences. LISA is especially interested in candidates with skills or experience in the following areas:

- Non-profit governance
- Finance/accounting
- Legal or risk management
- Equity, diversity & inclusion
- Sport or Youth development
- Communications or marketing
- Strategic planning

We are committed to creating a diverse and inclusive board that reflects the communities we serve.

6. Application Process

Step 1: Call for nominations

The Board will issue a call to the LISA Full Members in good standing for nominations at the time the AGM is called

Step 2: Application

Interested parties will complete the attached form and submit to a LISA Full Member in good standing.

Step 3: Nomination & Election

Each Full Member in good standing must submit the nomination, providing the nominees written consent, at least two working days in advance of the annual general meeting. Successful candidates will be nominated for election at the upcoming LISA AGM.

7. Key Dates

Application Deadline: Friday, August 7th

AGM & Elections: Tuesday, August 11th

8. Contact & Submissions

For questions or to submit your application contact Andrew Wynn-Williams:

Email: andrewwynnwilliams@gmail.com

Subject: LISA Board Application – [Your Name]

9. Thank You

Thank you again for your interest in joining the LISA Board. Together, we can continue to build a vibrant and inclusive soccer community that supports youth development through sport.