



## **Election of Survivors Abreast Board of Directors**

### **Introduction**

All team members are strongly encouraged to take their turn serving on the Board at some point. It is a great opportunity to learn more about our organization and to apply your leadership skills.

The term for each position is two years with the exception of two director positions which have a one year term.

Positions automatically come up for election once the term expires. There is no limit to the number of terms that can be served.

In the case of a resignation, the board may appoint a member to fill a board position that has become vacant. Such appointment shall expire at the end of October and will be up for the next election.

An exception may be made if a vacancy occurs during the year in the office of President, in which case the Vice President may succeed to the office of President.

For the purpose of continuity and succession planning, it is hoped that the person who served as Vice President will fill the position of SA President and Vice Chair of the festival. Ideally one of the Directors, Treasurer or Secretary will run for the Vice President position. The President moves on to be Past President and chairs the PDBF.

In the event that the outgoing President is unable or unwilling to fulfill the duties of Past President/Festival Chair, another board member (past or current) may be solicited to assume that position.

### **Expectations:**

#### **All Board members are expected to;**

- Ensure that policies and procedures as approved by the general membership are followed and use these guidelines to deal with team matters.
- Collectively address and resolve team conflicts that may arise by following the SA complaint and conflict resolution policy.
- Act as role models for the team by supporting the team mission statement and team values
- Represent the team in a positive manner within the community
- Maintain confidentiality

### **Attendance**

The board typically meets once per month. Meetings are limited to two hours unless extended by a unanimous resolution. Every attempt should be made to attend all scheduled board meetings, however it is expected that life events or other priorities may come up from time to time preventing attendance to a scheduled board meeting. In such cases, a conversation with the President is required to ensure your accountabilities can continue to be fulfilled in your limited absence. Should a director be unable to attend three meetings of the board, with the unanimous consent of the Officers, the President has the power to declare vacant the board position.



## **Preparation**

It is expected that any board member who has a report or an assigned action item for the board meeting, will prepare and provide that report to the President a minimum of 7 days immediately prior to the upcoming board meeting. The President or Secretary will include all reports with the distribution of the agenda and it will be the responsibility of each board member to review each report and come prepared with questions or feedback before accepting a motion to accept the report. Failure to provide a report or written information in advance of the board meeting may mean that at the discretion of the President no time will be allotted for that subject on the agenda.

## **Participation**

It is expected that all board members will participate and contribute to the discussion and decision-making process while in board meetings. The President will ensure that the objective and goal of the topic are clear and will keep the discussion pertinent to the goal.

### **As a board member, plan to;**

- Take an active role in discussing and developing and/or reviewing policies, procedures and the operating mode.
- Prepare for each meeting by fulfilling any action items assigned to you, by reading any reports provided in advance or completing any pre-work that may be assigned to be informed and to take an active role in meetings.
- Ensure your opinions and thoughts on all matters that come before the board are presented in a way that represents the interests of the membership and adhere with the guiding principles and member behavioural guidelines.
- Encourage healthy and respectful debate; it is acceptable to disagree but not acceptable to be disagreeable; be willing and flexible to change your mind, if in the best interest of the board or the membership.
- Participate in making informed decisions by gathering facts and information required to intelligently work on issues at hand.

## **Attend Member Meetings or Events**

Attendance at Team meetings is expected by all board members as advocates of the team and to show support for fellow team members. Where attendance is not possible for personal or other reasons it is the director's responsibility to notify the President to ensure any accountability can continue to be fulfilled in your absence.

## **Effective Communication**

In order for the board of directors to be productive and efficient, correspondence outside board meetings is necessary. The primary media for board communication outside board meetings is through email. Therefore, it is required that all board members adhere to the following communication standards;

- Transparency and collaboration – keep other board member informed and in a timely fashion on anything related to your role and/or responsibilities.
- Be succinct and relevant in an effort to be effective and efficient with communication without inundating board members unnecessarily



- Be timely in your response and attempt to respond within 1 business day (Monday to Friday) if only to acknowledge receipt of the communication setting an expectation on when a response should be expected.
- Use a relevant subject line and add the words “For Information” (no response required), “Action required” (ideally within 24-48 hours unless on holidays), or “Urgent” (within 12-24 hours unless on holidays).
- If a quorum of the board responds within the desired response time, the query or request can be acted upon. The President can act on an item without a quorum of the board when the item is not sensitive in nature and does not implicate governing documents or membership status.
- Board emails may not be forwarded to anyone outside of the board
- Inform all board members when you are going to be unavailable to respond.

## **Board Meetings**

- The President will call a meeting of the Board within 60 days of the election
- The new Board will set the schedule of meetings for the year
- Meetings will be conducted according to the Meeting Procedure Guide.
- When a director finds themselves in a conflict of interest, they will follow the conflict of interest procedure described in the Meeting Procedure Guide, thereby acknowledging the conflict and withdrawing from the discussion.
- Similar to a team meeting, there must be a quorum of the board (a majority of members entitled to vote) in order to conduct any business.
- Meetings are limited to 2 hours unless a resolution is unanimously passed extending the curfew.

## **Board of Directors Qualifications**

Potential board members should bring the following qualifications to the board:

- An ability and willingness to work in a collaborative manner in a team environment
- A willingness and ability to provide leadership to the team
- Well-developed organizational skills
- Written and verbal communication skills
- Excellent interpersonal skills
- Commitment and ability to attend board meetings, team meetings, practices and events
- Good computer skills including email



## Position Descriptions

### President

- Plans meetings, determines location and obtains key if necessary, sets agendas, chair's board and team meetings.
- Gives notice of Board and Team meetings by sending out the agenda together with the previous meeting minutes, financials from the treasurer and any other correspondence or attachments. Strives to do this at least 7 days prior to the upcoming meeting.
- Manages and refers team member inquiries, emails and queries either to the appropriate committee, board member or to the board as a whole.
- Checks and responds to Survivors Abreast website e-mail – [info@survivorsabreast.com](mailto:info@survivorsabreast.com) and includes correspondence with the next board of directors agenda
- Picks up mail at post box and distributes to the appropriate person
- Ensures that Survivors Abreast policies and procedures are effectively carried out.
- Leads the board in long term and short term planning
- Initiates development of new policies and guidelines as required
- Addresses team issues collaboratively with board members for resolutions
- Has cheque signing authority on SA and PDBF accounts
- Works with board members to develop annual budget
- Acts as main liaison between the team, festival committee, community and PRHC foundation
- Delegates duties to board members
- Casts deciding vote if there is a tie, otherwise does not vote
- Is the primary contact with the family of a deceased member and offers an honour guard at the service and an In Memoriam on the team website.
- Is a member of the Peterborough Dragon Boat Festival executive committee and serves as Vice Chair.
- Liaison between the PDBF Committee and Survivors Abreast.

### Vice President

- Assist the President in every way possible, and is fully aware of all the affairs of Survivors Abreast.
- Stands in on behalf of the President as required and fulfils the same duties as listed above
- Acts as successor to the President
- Has cheque signing authority on SA account
- Works with board members to develop annual budget
- Assists with the planning of meetings and setting new business
- Assists the board with long term and short term planning
- Addresses team issues collaboratively with board members for resolutions
- Attends festival committee meetings as requested
- Leads an annual review of the team rules and regulations, behaviour & team conduct guidelines
- Initiates development of new policies and guidelines as required
- Manages and refers team member inquiries, emails and queries either to the appropriate committee, board member or to the board as a whole.



## Secretary

- Assists with the preparation of the agenda
- Takes attendance at meetings
- Takes accurate minutes of board and team meetings and submits a draft version to the President for review
- Strives to draft minutes with action items within 7 days following a board or team meeting.
- Tracks and documents resolution numbers and topics for future reference.
- Works with the board of directors to develop annual budget
- Assists the board with long term and short term planning
- Addresses team issues collaboratively with board members for resolutions
- Books meeting room for team meetings
- Attends festival committee meetings as requested
- Prepares general correspondence as required.
- Liaison with a SA committee to be determined at the first board of directors meeting after elections

## Treasurer

- Is responsible for all financial transactions including deposits, disbursements, investments and has cheque signing authority on SA and PDBF accounts
- Consults with all committee chairs, develops the annual team budget and brings forward to the board of directors for approval. – Makes amendments as needed.
- Once approved by the board, presents the annual budget to the team for approval.
- Prepares monthly financial reports and sends to President for distribution with agenda at least 7 days prior to next board or team meeting. Presents monthly reports at board and team meetings.
- Monitors annual budget
- Provides full financial report at AGM
- Works with PDBF treasurer for year-end consolidation of financial statements
- Files the annual T1030 tax return
- Performs a monthly digital backup copy of accounting software and saves in a separate location such as a USB stick or external hard drive
- Updates and keeps an official copy, of policies and documents as approved by the board and team. Stores these with financial records and provides a backup to the President upon request.
- Issues charitable tax receipts to qualified donors
- Assists with the planning of meetings, setting new business
- Assists the board with long term and short term planning
- Addresses team issues collaboratively with board members for resolutions
- Attends festival committee meetings as requested
- Liaison with a SA committee to be determined at the first board of directors meeting after elections



## **Team Captain**

- Oversees coaching staff and arranges contracts for coaching and Trent paddling-
- Responsible for all communication with coaching staff including team member points and race rosters.
- Responsible for appointing an assistant captain.
- Chairs the paddling, practice and fitness committee and acts as the liaison with the board of directors.
- Coordinates water testing and taking attendance.
- Ensures medical forms are available in case of emergency, while maintaining members' privacy. Ensures old forms are destroyed on an annual basis.
- Arranges practice schedules and warm up/cool down exercises.
- Responsible for calling off practice due to inclement weather.
- Coordinates safety boat staffing, steersperson(s) and ensures first aid kit and cell phone are available at practices
- Encourages and Coordinates steersperson training.
- Reports to the team as necessary
- Liaises with Race Manager Committee chair and supports the race managers at away regattas.
- Works with board members to develop the annual budget
- Assists with the planning of meetings, setting new business
- Assists the board with long term and short term planning
- Addresses team issues collaboratively with board members for resolutions
- Attends festival committee meetings as requested.
- Sits on the festival safety committee and liaises with PDBF Race management committee

## **Director (1 year)**

- Works with board members to develop annual budget
- Assist with the planning of meetings, setting new business
- Assists the board with long term and short term planning
- Addresses team issues collaboratively with board members for resolutions
- Liaises with two or more SA committees to be determined by the board at its first meeting after elections.
- Takes the lead researching and compiling information on new initiatives and reports back to the board
- This is a one year position to determine whether a future role on the executive is amenable.

## **Director (2 years)**

- Works with board members to develop annual budget
- Assist with the planning of meetings, setting new business
- Assists the board with long term and short term planning
- Addresses team issues collaboratively with board members for resolutions
- Attends festival committee meetings as requested
- Actively promotes and recruits for future SA directors



- Takes the lead on researching and compiling information on new initiatives and reports back to the board
- Considers shadowing the position of Vice-President, Secretary or Treasurer with the intention of becoming the successor in the future.
- Liaises with two or more SA committees to be determined by the board at its first meeting after election

## **Election Process**

Positions automatically come up for election once the term expires. There is currently no limit to the number of times a board member can run for election. They must however, follow the election procedures as follows:

- Based on the terms of office which have expired, The Past President will determine which positions are up for election and communicate this to the general membership via email. The email will also contain this election document which includes position descriptions
- The Past President will accept nominations from October 15<sup>th</sup> to November 15<sup>th</sup>. Team members can self-nominate.
- If there are vacant positions with no nominees, the Past President or other board members will contact the membership and try to enlist members to run for these positions
- Once the nomination period is closed, the Past President will review the election process and position descriptions with the nominated candidates and obtain first and second choice of each interested member. Example, someone wants to run for Secretary and if not elected would be willing to run for director.
- The Past President will then develop a nomination slate and inform the membership via email prior to the November meeting.
- There are no nominations from the floor at the November meeting
- Those who will not be in attendance of the November meeting and wish to vote by proxy may submit their vote to the Past President up until the day before the November meeting

## **At the November meeting:**

- The Past President will lead the election process at the November meeting
- Review all positions on the slate one at a time starting with President, Vice President, Treasurer, Secretary and Director positions.
- The Past President will confirm that each nominee accepts their nomination.
- In the event there is only one name on the slate for a given position, the Past President will announce acclamation of the position.
- Where there is more than one member running for a position, the Past President will ask each person to briefly speak about why they are qualified for the position
- In the event of a vote, the Past President will collect secret ballots, count them, include any proxy votes, and announce the name of the successful candidate
- Move to the next position
- Announce the new board of directors to the team.
- The membership ratifies the acclaimed/elected nominees by resolution (motion that is voted on)
- Past President will also follow up with an email to the entire membership announcing election results



## Past President

- Is not a member of the board of directors but rather assists the new President as needed with transition to the President role and is a source of corporate knowledge to individuals on the board.
- Leads the nomination and election process for the SA Board of Directors
- Chairs the Peterborough Dragon Boat Festival committee

## Past Presidents

Meredith Cosburn (founder) 1999-2003

Darlene Prager 2003-2004

Barb Fisher 2004-2006

Carol Mutton 2006-2008

Joan Bates 2008-2010

Karen Stillman 2010-2012

Gloria Wray 2012-2013

Karen Stillman 2013-2015

Leah Carroll 2015-2017

History:	Date:	Comments:
Original Policy:		
Amendment:	October 5, 2015	Approved by the team at the November 4, 2015 meeting
Amendment:	August 31, 2017	Approved by the team at the Sept 7, 2016 meeting
Amendment:	Sept 5, 2017	Updated job descriptions to better reflect what is currently being done by whom. Approved by the team at the Sept 19, 2017 meeting
Amendment:	October 12, 2018	Updated to reflect current practices including the timing of the AGM. Approved by the team via online poll