

# BOARD OF DIRECTORS NOMINATION POLICY

(updated October 24, 2024)

## 1. ROLE OF DIRECTORS

- 1.1. BC Artistic Swimming is the governing body for artistic swimming in British Columbia. The Board of Directors is elected by its members to lead the organization, oversee its affairs, and ensure the organization can effectively carry out its mission. The Directors are collectively accountable to the members, community, funders, and other BC Artistic Swimming stakeholders. They are responsible for the Society’s performance in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources. Board members are responsible for acting in the best long-term interests of the Society and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective ensuring alignment with the organization’s values.
- 1.2. Please refer to the Board of Directors Roles and Responsibilities on the BC Artistic Swimming website for [detailed position descriptions](#).
- 1.3. See Appendix A for the current list of Directors.

## 2. DIRECTOR POSITIONS

- 2.1. BC Artistic Swimming has 9 Director positions on its Board who each serve for two-year terms.
- 2.2. Of the 9 Directors, 3 positions are Officers: President, Vice-President, and Director of Finance.
- 2.3. The remaining 6 are Directors at Large
- 2.4. For ease of reference, each Director position is numbered:
  - Director 1 – President
  - Director 2 – Vice President
  - Director 3 – Director of Finance
  - Director 4 – Director at Large
  - Director 5 – Director at Large
  - Director 6 – Director at Large
  - Director 7 – Director at Large
  - Director 8 – Director at Large
  - Director 9 – Director at Large

## 3. ELECTION SCHEDULE

- 3.1. In order to maintain staggered terms of office as per BC Artistic Swimming Bylaws, Directors will be elected at the Annual General Meeting on the following schedule:

2023 and subsequent odd numbered years	2022 and subsequent even numbered years
Vice President Directors 4, 6, 7, and 8	President Director of Finance Directors 5 and 9

## 4. NOMINEE CRITERIA

- 4.1. Nominees must:
- be at least 18 years of age
  - not have been found by any court to be incapable of managing their affairs
  - not be an undischarged bankrupt
  - not have been convicted of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, in each case in the time periods and circumstances prescribed by the Societies Act
  - be resident in British Columbia
  - be nominated and seconded by an Athlete Member or General Member of BC Artistic Swimming
  - consent to the nomination prior to the election
  - be elected in accordance with the BC Artistic Swimming Bylaws
  - upon election, comply with the BCAS Bylaws, Conduct Policy and all BC Artistic Swimming policies including the provision of a current criminal record check
- 4.2. Non-compliance with the criteria listed above will result in the forfeiture of the nomination and/or elected position.
- 4.3. Based on an assessment of the knowledge and skills required for an effective board of directors and the current knowledge and skills of the BCAS Board, BCAS is seeking candidates for the Board of Directors with the following skills or areas of expertise:

Specific Knowledge / Skills	Strategic Objective	Rationale
<b>Leadership, Governance, Meeting Management, Parliamentary Procedures</b>	PROFESSIONALIZE Our Organization	High risk governance requirements
<b>Legal</b>	PROFESSIONALIZE Our Organization	High risk safe sport requirement
<b>Conflict &amp; Dispute Resolution</b>	PROFESSIONALIZE Our Organization	High risk safe sport requirement
<b>Finance &amp; Accounting</b>	PROFESSIONALIZE Our Organization	Director of Finance position currently vacant, seeking experienced individual to support with finance and accounting processes
<b>Equity, Diversity &amp; Inclusion</b>	GROW Participation	Key strategic and safe sport objective

- 4.4. In order to encourage broad representation from Member Clubs as well as to avoid any situation where a majority of Directors on the BC Artistic Swimming Board of Directors may have a conflict of interest in relation to a matter, no more than fifty percent (50%) of the Directors in office at a given time may be in conflict of interest with any single Member Club.

## 5. NOMINATION PROCEDURES

- 5.1. Nominations to the BC Artistic Swimming Board of Directors are accepted from Athlete Members and General Members.
- 5.2. Advance nominations are to be submitted to the Executive Director ([ed@bcartisticswimming.ca](mailto:ed@bcartisticswimming.ca)) two weeks in advance of the Annual General Meeting (no later than November 2, 2024) with the following supporting documentation:

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- Completed Nomination Form, including the Board Skills Self-Assessment
  - Current Resume/Background
  - 250-word biography
  - Head shot of the nominee
- 5.3. All duly nominated individuals will be put forth for consideration for election at the Annual General Meeting unless the nominee is deemed ineligible based on the criteria above.
- 5.4. In such cases as there are more nominees than available positions in accordance with the criteria outlined in clause 4.4, all eligible nominees will be put forth for consideration for election at the Annual General Meeting, however, upon review of the votes, and if the voting permits, the Scrutineers will approve the election of the individual(s) in conflict of interest with any single Member Club up to the maximum allowed in accordance with clause 4.4 and any subsequent conflicted nominees will be deemed as not elected to the Board of Directors. If there remains a vacancy on the Board, the nominee/candidate with the next greatest number of votes and without a conflict of interest with that single Member Club will be elected to the Board of Directors and so on until all vacancies are filled.
- 5.5. Notwithstanding 5.4, a vacancy cannot be filled by election or appointment that breaches policy 4.4.
- 5.6. The provided 250-word biography will be shared with the BC Artistic Swimming membership in advance of the AGM. Information submitted may be edited at the discretion of the Governance Committee.
- 5.7. Nominations from the floor will be accepted. Nominees must be present to accept the nomination.
- 5.8. All nominees will verbally introduce themselves at the Annual General Meeting during a 2-minute presentation and will be invited to demonstrate that they fulfill at least one of the skills/areas of expertise that the Nominating Committee has identified as a gap in the Call for Nomination. For advance nominees who are unable to be present, the biography will be read.
- 5.9. Nominees who are nominated from the floor and subsequently elected will be required to complete the nomination form and provide a current resume, head shot, and 250-word biography within 10 days of the AGM.

## **6. CONFIDENTIALITY**

- 6.1. BC Artistic Swimming will act consistently with BC Artistic Swimming's policies on privacy and confidentiality.

## 2024 BOARD OF DIRECTORS NOMINATION FORM

Please indicate the position for which you would like to be nominated:

- President
  Director of Finance
  Director at Large (2 positions)

Nominee Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Phone (Work) \_\_\_\_\_ Phone (Cell) \_\_\_\_\_  
 Email \_\_\_\_\_

Currently a member  Yes  No  
 Membership type  Athlete  Coach  Official  Club Executive  Volunteer  Other  
 Member Club Affiliation \_\_\_\_\_

### Board Skills Assessment:

What are your connections to the artistic swimming community we serve and/or your lived experience related to the [BCAS mission](#)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your governance experience and identify the related sector – not-for-profit, public/crown corporation, private/commercial, or other.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Specific Knowledge / Skills:** Please rate yourself on a scale of 0 to 4 for each of the skills below:

0=no knowledge/skills    1=basic understanding    2=comfortable level understanding & some experience  
 3=competent with experience and/or education    4=expert with recognized qualifications

Advocacy		Legal	
Artistic Swimming (Technical or Development)		Marketing & Communications	
Capacity Building		Meeting Management/Parliamentary Procedures	
Conflict and Dispute Resolution		Organization Development	
Equity, Diversity and Inclusion		Public Speaking / Outreach	
Fundraising		Program Delivery	
Governance		Policy Development	
Government Relations		Risk Assessment & Management	
Human Resources		Safe Sport	
Indigenous Cultural Competency		Strategy, Planning & Implementation	
Leadership & People Management		Volunteer Engagement	
Other – please specify:		Other – please specify:	



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I confirm that I:

- am a resident in British Columbia.
- am at least 18 years of age.
- have not been found by any court to be incapable of managing my affairs.
- am not be an undischarged bankrupt.
- have not been convicted of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, in each case in the time periods and circumstances prescribed by the Societies Act.

**By signing this agreement, I certify the above to be true and accurate and acknowledge that failure to declare, will result in immediate removal as a Director. I accept this nomination for a position on the BC Artistic Swimming Board of Directors, as specified above and am willing to provide a criminal record check. Should I be elected, I will comply with BC Artistic Swimming’s Code of Conduct and all BC Artistic Swimming policies.**

Nominee Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please include a current resume/background and 250-word biography which highlight the nominee’s career, education, sport management and volunteer experience / achievements and other relevant achievements or experience. The biography will be shared through the AGM package and other communication about nominees and elected directors. Content may be edited prior to distribution*

	<b>Nominator</b>	<b>Seconder</b>
Name:	_____	_____
Club Affiliation:	_____	_____
Phone:	_____	_____
Email:	_____	_____
Signature:	_____	_____

**Please complete and return to BC Artistic Swimming to be received no later than 4:00pm, two weeks prior to the Annual General Meeting (November 2, 2024), by email to [ed@bcartisticswimming.ca](mailto:ed@bcartisticswimming.ca).**

## APPENDIX A: 2023-24 BOARD OF DIRECTORS

Position		Name	Other Appointments/Roles	Key Skills/Expertise	2024 Nominee
1	President	Mandy Curtis (2022-2024)	Chair, Executive & Finance Committee Chair, Governance & Nominations Committee Chair, HR Committee Chair, Awards Committee	Marketing & Communications   Fundraising Accounting & Financial Management Risk Management   Volunteer Engagement	Yes
2	Vice-President	Christina Jian (2023-2025)	Executive & Finance Committee	Fundraising   Volunteer Engagement Leadership & People Management	Serving Year 2 of 2
3	Director of Finance	Ann Stirrat (2022-2024)	Executive & Finance Committee CAS Finance Committee	Accounting & Financial Management Human Resources   Strategic Planning Risk Management   Policy Delivery	Yes
4	Director	Edward Fan (2023-2025)		Computers & Technology   Artistic Swimming - Technical	Serving Year 2 of 2
5	Director	Robin Bennu (2022-2024)	Governance & Nominations Committee	Advocacy   Conflict and Dispute Resolution Legal Expertise   Artistic Swimming – Technical Public Speaking   Outreach	Yes
6	Director	Carol Stewart (2023-2025)	HR Committee BC Officials Committee Diversity & Inclusion Committee	Artistic Swimming – Technical   Human Resources Leadership & People Management   Safe Sport Volunteer Engagement	Serving Year 2 of 2
7	Director	Anne-Marie North (2023-2025)	Executive & Finance Committee Sport Development Committee HR Committee BC Officials Committee	Leadership & People Management Program Delivery   Volunteer Engagement Safe Sport   Accounting & Financial Management	Serving Year 2 of 2
8	Director	Dana Xu (2023-2025)	Sport Development Committee Governance & Nominations Committee	Community Organizing   Governance Indigenous Cultural Competency   Policy Development   Risk Assessment & Management	Serving Year 2 of 2
9	Director	Cybil Nomura (2022-2024)	HR Committee	Leadership & People Management   Safe Sport Program Delivery   Advocacy Volunteer Engagement	TBC