

**Alberta Summer Swimming Association (ASSA)
Call for Nominations
Vice President**



Alberta Summer Swimming Association (ASSA) is seeking nominations for the vacant Vice President role of Alberta Summer Swimming Association. Alberta Summer Swimming is a volunteer board affiliated with Swim Alberta that governs summer swimming in Alberta.

We are seeking qualified individuals who are passionate about the mandate of Alberta Summer Swimming, can embrace our values of excellence, integrity and collaboration and are looking for a rewarding volunteer role with a progressive provincial sport organization.

Nominees will serve on the Board for the 2025 season. The Vice President term expires September 30, 2025. The following attributes are required:

- **Visionary** – able to see Alberta Summer Swimming in broad terms as part of the sport sector
- **Strategic** – able to contribute to the development and execution of Alberta Summer Swimming's goals and vision
- **Communication Skills** – ability to share ideas and influence others
- **Strong Technology Proficiency** – ability to use technology to complete tasks within the needs of the association
- **Strong Understanding of the Sport System** – including an understanding of the sport of swimming and the work that takes place at the provincial level
- **Attitude of Appreciative Inquiry** – ability to ask meaningful questions to better improve processes
- **Operational Understanding** - clear understanding of operational aspects of the organization.
- **Previous Board Experience**

Nominations must be received by 12:00pm MDT, December 23, 2024. Self-nominations or nominations by others can be submitted with a cover letter outlining the attributes above and a current resume to: president@assa.ca Attention Nominations Committee.

Timelines/Nomination Process

1. Nominations received by December 23, 2024.
2. Meetings with prospective board candidates will be scheduled and completed by January 6, 2025.
3. Presentation of the nominations at a Special Meeting held January 9, 2025.

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BOARD ELIGIBILITY AND DETERMINATION PROCESS

DEFINITION

- 1) Nominations Committee: a committee appointed by the Board of Directors of Alberta Summer Swimming who will be responsible for soliciting nominations with the skills and characteristics defined in this process for the election of the directors and may nominate additional candidates for the election. The Nominations Committee is responsible for screening potential board candidates for suitability for any candidacy for election for the Board of Directors, as outlined in the Alberta Summer Swimming Bylaws. Candidates will be recruited based upon their demonstrated ability to contribute significantly to the leadership and governance of Alberta Summer Swimming.
- 2) Nominating Committee – The Nominating Committee will:
 - a. Be comprised of the three Members of ASSA as appointed by the Board of Directors.
 - b. Be responsible for soliciting nominations for the election of Directors
 - c. Secure each nominee's consent.

PURPOSE

- 1) Candidates for positions on the Board of Alberta Summer Swimming are qualified and skilled people capable of, and committed to, providing effective leadership and governance to Alberta Summer Swimming.
- 2) The Nomination Committee is responsible for conducting a recruitment process that seeks out qualified and skilled people and promotes an interest in seeking a nomination. The Nominations Committee makes its best efforts to ensure that no candidate gains office by acclamation.

SCOPE AND APPLICATION

- 1) This application applies to all individuals interested in being a director of Alberta Summer Swimming.

ELIGIBILITY OF CANDIDATES:

- 1) Any individual who is eighteen (18) years of age or older and who has the power under law to contract and is a Member of the ASSA in good standing.
- 2) A resident of Alberta.
- 3) Meet the Qualifications and Core Competencies as outlined:
 - a. As per ASSA Bylaw Section 5.2a; must have 1 (one) year previous experience as an ASSA Director
 - b. Clear understanding of the operational aspects of the organization
 - c. Strong understanding of the sport system – including an understanding of the sport of swimming and the work that takes place at the provincial level
 - d. Effective communication skills – ability to share ideas and influence others
 - e. Visionary – able to see Alberta Summer Swimming in broad terms as part of the sport sector
 - f. Specific skills as identified through the nomination process below.

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- g. Must agree to abide by all ASSA and Swim Alberta Policies and Procedures.
- h. Not previously received disciplinary action or suspension through the ASSA, Swim Alberta, or Swimming Canada complaint process.
- i. Alberta Summer Swimming will not knowingly place an individual who has a conviction for a 'relevant offence,' as defined in this process.
 - i. Guidelines and examples of a 'relevant offence' is any of the following:
 - 1. If imposed in the last five years:
 - a. Any offence involving the use of a motor vehicle, including, but not limited to, impaired driving.
 - b. Any violation for trafficking and/or possession of drugs and/or narcotics.
 - c. Any offence involving conduct against public morals.
 - 2. If imposed in the last ten years:
 - a. Any crime of violence including but not limited to, all forms of assault.
 - b. Any offence involving a minor or minors.
 - 3. If imposed at any time:
 - a. Any offence involving the possession, distribution, or sale of any child-related pornography.
 - b. Any sexual offence involving a minor or minors.
 - c. Any offence involving theft or fraud.
 - 4. Candidates selected to the Alberta Summer Swimming Board cannot hold a position, board, or staff, with an affiliated member organization. Successful candidates have 30 (thirty) days to resign from their current position from an affiliated organization.

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Powers and Duties of Directors

Vice President

Powers:

- i) Support and assist the President in all duties,
- ii) In the absence of the President, have the authority of and perform the duties of the President, and
- iii) Perform other duties as may be established by the Board.
- iv) Account for all trophies owned and presented by the ASSA.

Duties:

- i) Attend meetings of Members and Directors of the ASSA
- ii) Ensure that the ASSA rules, regulations, policies, and procedures are reviewed in partnership with the Officials Chairperson, updated as appropriate and posted on the ASSA website prior to May 1st of each year,
- iii) Participate as a member of the Events Review Committee in every even year with the Officials Chairperson, Coaches Representative,
- iv) Submit any approved changes to the ASSA Bylaws to Alberta Registries for filing,
- v) Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.
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