



**Alberta Summer Swimming Association (ASSA)
Call for Nominations for the
ASSA Board of Directors 2021-2022**

Alberta Summer Swimming Association (ASSA) is seeking nominations for the Board of Directors of Alberta Summer Swimming. Alberta Summer Swimming is a volunteer board affiliated with Alberta Summer Swimming that governs summer swimming in the province of 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 must be willing to serve on the Board for a minimum of 2 years (September 30, 2021 – September 30, 2023). 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 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
- Clear understanding of operational aspects of the organization.
- Previous board experience

Nominations must be received by 6:00pm MDT, October 1st 2021. Please submit a cover letter outlining the attributes above and a current resume to: albertasummerswimming@gmail.com to the attention of the Nominations Committee.

Timelines/Nomination Process

1. Expression of Interest/Nominations received by October 1st 2021.
2. Meetings with prospective board candidates conducted by October 10th, 2021
3. Presentation of the recommended nominations at the Annual General Meeting on Sunday October 24th, 2021 - 12:00 pm (noon) MDT.

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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 to solicit 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 and according to this identified process. Candidates will be recruited based upon their demonstrated ability to contribute significantly to the leadership and governance of Alberta Summer Swimming.

Nominating Committee – The Nominating Committee will:

- Be comprised of the three Members of the ASSA as appointed by the Board of Directors,
- Be responsible to solicit nominations for the election of Directors, and Secure each nominee's consent.

PURPOSE

- 1) Candidates for positions on the Board of Alberta Summer Swimming are qualified and skilled persons 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 persons and promotes an interest in seeking a nomination. The Nominations Committee makes best efforts 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:
 - Previous board experience
 - Clear understanding the operational aspects of the organization
 - Strong understanding of the sport system – including an understanding of the sport of swimming and the work that takes place at the provincial level
 - Strong communication skills – ability to share ideas and influence others
 - Visionary – able to see Alberta Summer Swimming in broad terms as part of the sport sector

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- Specific skills as identified through the nomination process below.
- All successful candidates must complete a Declaration of Conflict of Interest, Confidentiality Form from Swim Alberta
- Must agree to abide by all ASSA and Swim Alberta Policies and Procedures.
- Not previously received disciplinary action or suspension through the ASSA, Swim Alberta or Swimming Canada complaint process.
- Alberta Summer Swimming will not knowingly place an individual who has a conviction for a 'relevant offence', as defined in this process.

Guidelines and examples of a 'relevant offence' is any of the following:

- a) If imposed in the last five years:
 - i. i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
 - ii. ii. Any violation for trafficking and/or possession of drugs and/or narcotics.
 - iii. iii. Any offence involving conduct against public morals.
- b) If imposed in the last ten years:
 - iv. i. Any crime of violence including but not limited to, all forms of assault.
 - v. ii. Any offence involving a minor or minors.
- c) If imposed at any time:
 - vi. i. Any offence involving the possession, distribution, or sale of any child-related pornography.
 - vii. ii. Any sexual offence involving a minor or minors. iii. Any offence involving theft or fraud.

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Powers and Duties of Directors (include but not limited to)

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 such other duties as may from time to time 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 members 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.
- vi) Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.

Treasurer

Powers:

- i) Keep proper accounting records as required by the Act;
- ii) Supervise and manage the finances of the ASSA, and
- iii) Perform such other duties as may from time to time be established by the Board.

Duties:

- i) Attend meetings of Members and Directors of the ASSA
- ii) Collect and record all dues and other funds received by the ASSA,
- iii) Cause to be deposited all monies received by the ASSA in the ASSA's bank account,
- iv) Supervise the management and the disbursement of funds of the ASSA,
- v) Write all checks for expenditures and retain cancelled checks and receipts,
- vi) Prepare annual budgets,

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- vii) Ensure the collection of monies from Provincial merchandise sales in accordance with the Provincial Championship Merchandise Sales Policy,
- viii) Ensure the necessary books and financial records of the ASSA required by these Bylaws or by applicable law will be necessarily and properly kept
- ix) When required, provide the Board with an account of financial transactions and the financial position of the ASSA,
- x) Assist in the ASSA's audit,
- xi) Prepare and submit the Society Annual Return to Alberta Registries, and
- xii) Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.

Coaches Representative

Powers:

- i) Act as a technical advisor to the Board.
- ii) Disseminate information relevant to ASSA's Coaches,
- iii) Solicit feedback from the ASSA's Coaches,
- iv) Act as a liaison between ASSA Coaches and the Board, and
- v) Act as the ASSA Representative to the Alberta Coaches Council (ACC).
- vi) Present the views and positions of the ASSA Coaches to the Board and act in the best interests of the ASSA's Coaches.

Duties:

- i) Attend meetings of Members and Directors of the ASSA
- ii) Attend meetings of the ACC
- iii) Coordinate and liaise with Swim Alberta, SNC and the ACC regarding educational opportunities for ASSA Coaches.
- iv) Coordinate and host an annual Professional Development opportunity for ASSA Coaches to be held at the Provincial Championship
- v) Participate as a member of the Events Review Committee in every even year with the Officials Chairperson, Vice President.
- vi) Provide technical assistance to the Provincial Meet Manager
- viii) Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.

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