



## MEMORANDUM

To: PSO Senior Volunteers and Staff  
From: Rob Newman - President and CEO, Sport BC  
Date: Thursday, April 5, 2018  
Subject: 2018 Sport BC Annual General Meeting

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Dear Sport BC Members,

Sport BC is pleased to announce the 2018 Sport BC Annual General Meeting.

**Date: Tuesday, May 29, 2018**

**Time: 5:30 pm - 6:15 pm Registration and appetizers  
6:15 pm – 9:00 pm Annual General Meeting**

**Location: TBD**

In preparation for the 2018 Sport BC Annual General Meeting, the following documents are included in this package:

1. Annual General Meeting Registration Form
2. Sport BC Board Nomination Process and Application
3. Information for Individuals Considering a Position on the Sport BC Board
4. Board of Directors Nomination Form

The Sport BC Constitution and By-laws are available on our website at [www.sportbc.com](http://www.sportbc.com) under “Membership - Annual General Meeting”. If you require a hard copy please contact Christine Wong, Executive Assistant, at 604-333-3421.

Please note:

- Confirmation of receipt of nominations for the Board of Directors will be verified in writing at the time of receipt. If you do not receive a confirmation prior to the 4:00 pm deadline on Friday, April 27, 2018 please contact Christine Wong at 604-333-3421.
- The draft 2017 Annual General Meeting minutes are available on the Sport BC website at [www.sportbc.com](http://www.sportbc.com) under “Membership – Annual General Meeting”.

Enclosures



**ANNUAL GENERAL MEETING REGISTRATION FORM**

Voting (Full) Members

Member Organization: \_\_\_\_\_

Name of President / Chair\* or Designate\*\* : \_\_\_\_\_

Signature: \_\_\_\_\_

Associate or Affiliate Members

Member Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Delegate Name: \_\_\_\_\_

Additional Non-Voting Delegates

Name, Title: \_\_\_\_\_

Name, Title: \_\_\_\_\_

Name, Title: \_\_\_\_\_

\* Official voting delegate

\*\* If the President / Chair is not attending the Annual General Meeting, he/she must affix his/her signature thereby authorizing the above-noted Designate voter.

**Please complete and return to Sport BC no later than Thursday, May 24, 2018 to:**

Christine Wong, Executive Assistant: [christine@sportbc.com](mailto:christine@sportbc.com)



## **Sport BC Board Nomination Process and Application**

The Sport BC Bylaws state that “Only individuals nominated and seconded by a Full member, or by a Director, shall be eligible to hold office. Nominations must be received by the Society, with an indication of acceptance by the Nominee, no later than 30 days before the date of the Annual General Meeting.” (Article 4, Section 2 ii).

### **Current Board Members**

<b>Board Member</b>	<b>Last Elected</b>	<b>Term Expires</b>
Carey Dillen (Chair)	2016	2019
Heather Holden (Vice - Chair)	2016	2019
Lisa Kwiatkowski (Director-At-Large)	2017	2019
Greg White (Director-At-Large)	2017	2019
Michael Berkeley (Director, Finance and Audit)	2016	2018
Blair Lowther (Director-at-Large)	2016	2018

### **Positions Available for Nomination (Article 4, Section 4.2 iv)**

Director-at-Large – 2 Year Term

Director, Finance and Audit – 2 Year Term

### **Nominations Timeline**

Note that all duly nominated individuals will be put forth for consideration for election to the Board by the membership. As outlined in the bylaws, candidates must be nominated and seconded by full members of Sport BC or a Director, nominations must be accepted by the candidates, and nominations must be received 30 days prior to the Annual General Meeting.

Interested parties must submit nominations by **4:00 pm deadline on Friday, April 27, 2018**. Note that the change in bylaws at the 2013 AGM means that nominations are not accepted from the floor at the general meeting.

### **Nomination Process**

- Candidates for the Sport BC Board must be nominated and seconded by full members, or by a Director of Sport BC.
- Nominated individuals must meet the criteria outlined in this package and in article 4, section 2 iii of the Bylaws (as noted on page 2 of this package).
- Once a nomination is received, a member of the Sport BC Governance Committee will contact the individual to provide an overview of the Board operations and commitment (see below for general overview) and discuss the individual’s potential role on the Board.
  - The nomination and election process will also be reviewed with every candidate.
  - Individuals can then determine if they want to stand for election.
- Note that all duly nominated individuals will be put forth for consideration for election to the Board by the membership at the Annual General Meeting.



## Submitting a Nomination

Nominations to the Sport BC Board of Directors are accepted from both the membership and the Board itself. There is a historical effort to seek balance on the Board with regard to background and profession to maintain a business – sport blend.

Please submit the following by **4:00 pm deadline on Friday, April 27, 2018**. to Christine Wong at [christine@sportbc.com](mailto:christine@sportbc.com):

- Completed Nomination Form (see attached)
- A current résumé and 250-word biography which highlight the nominee’s career, education, sport management and volunteer experience / achievements and other relevant achievements or experience.
- Note that the 250-word biography will be used in the AGM Package to announce nominees to the Board; if it is longer than 250 words, it will be edited.

## Operations of the Board

- The Sport BC Board is working towards becoming a policy board. Day-to-day operations are the responsibility of the staff of Sport BC. The Board’s responsibilities include:
- Appointment, assessment, and evaluation of the President & CEO or senior staff;
- Approval of the Society’s strategic plan including monitoring of its implementation;
- Policy development and compliance;
- Financial oversight and risk management;
- Establishing key connections in relation to partnership development and high level strategic advancement of Sport BC’s key mandate;
- Responding to issues that impact the members and/or on behalf of the members;
- Public relations activities; and
- Representing the Society on related Boards and committees as determined by the Board.

For further information, please contact the Sport BC office at 604-333-3421 or Christine Wong at [christine@sportbc.com](mailto:christine@sportbc.com).

## **Information for Individuals Considering a Position on the Sport BC Board**

### **Sport BC Board members are:**

- Individuals who believe in the value of sport.
- Supportive of the mandate of the Society.
- Able and willing to make the time commitment to the Society (see below for general information).
- And in accordance with the bylaws, article 4, section 2 iii meet the following eligibility criteria:
  - No person is qualified to become or to act as a Director who:
  - Is under the age of 19 years;
  - Is found to be incapable of managing such person's own affairs by reason of mental infirmity;
  - Is an undischarged bankrupt; or
  - Unless the court orders otherwise, has been convicted in or out of British Columbia of an offence:
  - In connection with the promotion, formation or management of a corporation or a society;
  - Involving fraud; or
  - Which is an indictable offence in Canada or, if the offence occurred outside of Canada, which would be considered an indictable offence under the laws of Canada had the offence occurred in Canada.

### **Commitment of Board Members**

Each Board member is viewed as an advisor and connector for the organization. Board members are expected to:

- Review required materials in advance of all meetings;
- Participate in Board Meetings (3-6 per year – 3 in person, including one in conjunction with the AGM, the remainder by conference call);
  - Participate on a Committee (Standing or Ad hoc), as deemed necessary, including attendance at committee meetings (approximately 4 per year):
- Finance and Audit;
- Governance;
- Human Resources;
- Communications and Member Relations;
- Attend other Society functions as required (2 to 3 per year);
- Promote and support the mandate and work of Sport BC;
- Make themselves available to the membership and the society, as necessary; and
- Represent Sport BC on other affiliate organizations Board or Directors, as deemed necessary. These may include SBC Insurance, All Sport Insurance, KidSport Canada and sport sector committees.

**BOARD OF DIRECTORS NOMINATION FORM**

**Position(s) Available:**

- Director-At-Large (2-year term)**
- Director, Finance and Audit (2-year term)**

As per Section 4.2.ii of Sport BC’s By-Laws, “Only individuals nominated and seconded by a Full member, or by a Director, shall be eligible to hold office. Nominations must be received by the Society, with an indication of acceptance by the Nominee, no later than 30 days before the date of the Annual General Meeting.”

**Name of Nominee**

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Sport BC Member Association (if any)

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Address

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City

Postal Code

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Cell Phone Number

Office Phone Number

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Email

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*I accept this nomination for a position on the Sport BC Board of Directors, as specified above.*

**Nominee Signature**

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Please include a current résumé and 250-word biography which highlight the nominee’s career, education, sport management and volunteer experience / achievements and other relevant achievements or experience. Note that the 250-word biography will be used in the AGM Package to announce nominees to the Board; if it is longer than 250 words, it will be edited.

**Name of Nominator**

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Sport BC Member Association (if any)

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Cell Phone Number

Office Phone Number

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**Name of Seconder**

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Sport BC Member Association (if any)

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Cell Phone Number

Office Phone Number

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Please complete and return to Sport BC no later than **4:00 pm deadline on Friday, April 27, 2018.**