



BC Artistic Swimming Accepting Nominations for President

The British Columbia Artistic Swimming (the Society) is the governing body for the artistic swimming in British Columbia, and a member of Canada Artistic Swimming. BCAS oversees development of the sport, competitions, and high-performance athlete development as well the training of artistic swimming coaches and officials. BC Artistic Swimming is led by an elected Board of nine Directors, supported by a small staff.

The BCAS Board of Directors is collectively accountable to the members, community, funders and other stakeholders. They are accountable for the Society's performance in relation to its mission, values and strategic objectives, and for the effective stewardship of financial and human resources.

President Role Description

The BC Artistic Swimming President:

- leads and stewards the Board of Directors
- acts as an Officer and has general supervision over the affairs of the corporation, subject to the authority of the Board of Directors
- acts as a signing officer of the Society for financial instruments and contracts
- acts as an official spokesperson for the Society, with the Executive Director
- chairs the meetings of the Board of Directors and supports the preparation of meeting agendas
- prepares for and chairs the Annual General Meeting and any Special General Meetings that arise
- acts as the official liaison between the Society and Canada Artistic Swimming
- assigns Directors as liaisons to *Committees* as may be required by the Terms of Reference of committees
- conducts the Director selection for *Committees* at the first Board meeting after the AGM
- serves as the reporting contact and supervisor of the Executive Director
- represents the Society at meetings with funders, sponsors and other partners, or delegate this responsibility to another Director or the Executive Director
- represents the Society at competitions and events, or delegates this responsibility to another Director or a member of staff
- chairs the Human Resource Committee of the Society, or delegates this responsibility to another Director
- chairs the Governance & Nomination Committee of the Society, or delegates this responsibility to another Director
- chairs the Executive & Finance Committee of the Society
- ensures the on-going monitoring of the Strategic Plan, performance indicators, and Society activities and executes a Board reporting framework and an appropriate and timely evaluation of the Strategic Plan
- works with Directors to build Board capacity through professional development opportunities and learning partnerships with other organizations
- conducts and documents evaluations of the Executive Director in accordance with the employee's contract, BC Artistic Swimming Employee policies, and the Employment Standards requirements of the province
- reports the activities of the Board to the membership at general meetings and other times throughout the year as appropriate

Expectations of All Board Members

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.

Responsibilities of Directors include but are not limited to:

- ✦ Attending all meetings of the Board of Directors, or providing reasonable notice if non-attendance is unavoidable. Directors are expected to maintain 75% attendance at Board meeting within each 12-month period
- ✦ Preparing for each Board of Directors meeting by reviewing previous meeting minutes and reading reports and documents circulated in advance of meetings
- ✦ Ensuring adherence to the BC Society Act and its regulations, including maintaining an acceptable standard of care for the organization, and acceptance of liability for decisions made and actions taken
- ✦ Placing the interests of the Society as a whole ahead of affiliations within the organization when making decision or participating in discussion
- ✦ Listening to others' views, respectfully advocating one's own views, identifying common interests and alternatives, and being open to compromise
- ✦ Reviewing and approving the Society's mission and objectives
- ✦ Developing, approving and aligning organizational objectives with a strategic plan
- ✦ Overseeing the development and approval of the annual budget and monitoring the financial performance of the Society
- ✦ Monitoring the performance of the Society in relation to its mission, objectives, core values and reputation
- ✦ Establishing, reviewing, and monitoring operational policies
- ✦ Ensuring adherence to the Society's by-laws, policies and procedures
- ✦ Supporting the Nominations Committee in the identification of prospective Board members and helping to recruit them
- ✦ Participating in the annual Board self-evaluation
- ✦ Contributing to the work of the Board as a member of a board committee or other committee of the Society
- ✦ Attending and participating in the Annual Summit, Annual General Meeting, and Special General Meetings of the Society
- ✦ Keeping informed about community issues relevant to the mission and objectives of the Society
- ✦ Representing the Society, if delegated by the President, at competitions, events, or at meetings with partner organizations
- ✦ Being an ambassador for BC Artistic Swimming and the sport of artistic swimming – ensure one's involvement is known within their own network of friends and contacts
- ✦ Serving as a signing officer or signatory of the Society as/if required

Qualifications & Skills

Knowledge

- ✦ Strong knowledge of good governance practises, including board responsibilities, fiduciary duty, etc.,
- ✦ Excellent judgement and understanding of when to seek expert advice/guidance (e.g. legal, HR).

- ✦ Understanding of artistic swimming (or similar sport) and its framework and governance structure as well as the current goals, opportunities, issues, and challenges facing artistic swimming and the sport sector in general.
- ✦ Familiarity with and desire to support the Strategic Plan for Artistic Swimming in BC.
- ✦ Strong knowledge of the not-for-profit environment including the Societies Act and funding structure.
- ✦ Good grasp of financial management and experience managing not-for-profit finances.

Skills

- ✦ Proven diplomacy and effective leadership skills.
- ✦ A visionary who can think outside the box and see the big picture.
- ✦ A collaborator who has good relationships with members and can develop and nurture new connections with members and partners as appropriate.
- ✦ Understands meeting protocols and management and can remain on task while creating space for differing opinions and voices.
- ✦ Able to work with people and maintain effective relationships with individuals who have different perspectives.
- ✦ A knowledgeable and effective communicator with the ability to express, share and engage with multiple groups and personalities. and engage others in processes as appropriate.

Qualities

- ✦ Sense of humour
- ✦ Flexible with time and commitment to fulfill the role
- ✦ Excellent role model who holds themselves to a high standard and expects a high standard of others.
- ✦ Resourceful
- ✦ Energetic
- ✦ Understands when to lead and when to stand back until needed.

Additional Skills & Qualities (Bonus)

- ✦ Experience within BC's artistic swimming community and its operations.
- ✦ Connections with viaSport and/or government.
- ✦ Marketing and branding skills/experience.
- ✦ Legal expertise.

Time Commitment

- ✦ 16 Hours per Month for:
 - Preparation for 9 Regular Meetings
 - Monthly Finance Committee Meetings
 - Executive Director Support, on an as needed basis
 - Meetings with funders and partners
 - Meetings with Members
- ✦ 4 hours per month for Committee involvement
- ✦ 5 days annually to prepare for and attend:
 - Two Full Day Planning Meetings held twice per year
 - Annual General Meeting held annually
 - Additional Special General Meetings, if required
- ✦ Attendance at select events such as competitions