

**BC Soccer – Board of Directors**  
**Role Description: Director-at-Large**

**General**

Established in 1904, BC Soccer is the largest provincial sports organization (PSO) in BC and the third largest soccer-specific PSO in Canada with over 150,000 participants, consisting of registered players, coaches, referees, administrators and soccer leaders. As a professional not-for-profit society and a member of Canada Soccer, BC Soccer is committed to providing the widest opportunities for existing and potential participants, as well as provide support in the most effective and appropriate way for current players, parents, volunteers, member clubs, leagues, and districts.

**Safe Sport Statement**

BC Soccer believes that everyone involved in soccer has the right to participate in safe and inclusive environments free of abuse, harassment, discrimination, and to enjoy the sport at whatever level or capacity they participate in. The welfare of everyone involved in soccer is the foremost consideration and in particular, the protection of children in the sport is the responsibility of everyone involved.

**Position Summary**

An exciting opportunity has arisen with BC Soccer's Board of Directors. This is a volunteer role, selected via member election at the BC Soccer AGM in November or via Board appointment in October.

The role of a Board Member (also known as Director of the Board) of BC Soccer is to:

- Govern BC Soccer and advance and protect the long-term interests of BC Soccer throughout BC
- Provide oversight and guidance to the activities and internal affairs of BC Soccer
- Act honestly, in good faith, in BC Soccer's best interests, and in accordance with the BC Societies Act and the regulations, thereby assisting the organization in realizing its vision and mission
- Assist the President / Chair, Treasurer and Secretary as needed in their duties
- Assume responsibilities for certain portfolios as assigned by the President / Chair or Board (e.g., initiatives within the Board duties and / or engagement in BC Soccer Committees)
- Publicly support the decision and direction of the Society as determined by the collective Board of Directors through their democratic process.

**Appointment & Tenure:** The Director-at-Large is elected or appointed for a period of three (3) years with the option to stand for two (2) further term(s).

**Time Commitment:** An estimated commitment of 10-15 hours per month, plus attendance (in-person or virtually) at a minimum of five (5) meetings is required each year.

**Remuneration:** This is a volunteer position. Approved travel and expenses will be reimbursed, as required.

**Internal relationships:** Relates directly with the Chief Executive Officer (CEO), any BC Soccer staff that engage regularly with the Board of Directors, and other board members of BC Soccer.

**External relationships:** Member organizations, affiliated clubs, external contractors, Canadian Soccer Association, overall participants in soccer.

**Key Responsibilities:**

**1. Governance and Oversight**

- Ensure BC Soccer operates in compliance with its mission, vision, and values.
- Provide oversight of the organization's financial health, ensuring responsible budgeting and financial management.
- Participate in regular board meetings and relevant committee meetings.
- Approve policies, procedures, and strategic plans to guide the organization's direction.
- Have a thorough understanding of the club constitution, rules, by-laws, policies, and procedures and ensure that they are adhered to and promoted throughout the club's day-to-day administration.

**2. Strategic Planning**

- Contribute to the development and review of the organization's strategic plan.
- Monitor progress towards strategic goals and objectives.
- Provide insight and recommendations to enhance organizational performance and impact.
- Look beyond the short term and ensure that the board adopts a long-term, stewardship approach.

**3. Advocacy and Representation**

- Act as an ambassador for BC Soccer, promoting its mission and programs.
- Engage with stakeholders, including members, clubs, leagues, and partners, to build strong relationships and gather feedback.
- Represent BC Soccer at events, conferences, and meetings as needed.

**4. Fundraising and Resource Development**

- Support fundraising initiatives and campaigns to secure necessary resources.
- Leverage personal and professional networks to identify potential sponsors, donors, and partners.
- Participate in fundraising events and activities.

**5. Risk Management**

- Identify and assess potential risks to the organization's operations and reputation.
- Ensure appropriate risk management strategies are in place.
- Regularly review and update risk management policies and procedures.

**Desired Knowledge, Abilities, Skills, Training, Experience, and Education:**

- **Passion for Soccer:** A deep commitment to the development and promotion of soccer in British Columbia.
- **Leadership Experience:** Prior experience in a leadership role within a non-profit, community organization, or business.
- **Governance Knowledge:** Understanding of board governance practices, fiduciary responsibilities, and strategic planning.
- **Communication Skills:** Strong verbal and written communication skills, with the ability to engage and influence stakeholders.
- **Financial Acumen:** Basic understanding of financial statements, budgeting, and financial oversight.
- **Team Player:** Ability to work collaboratively with other board members and staff.
- **Integrity and Ethics:** High ethical standards and a commitment to the values of transparency and accountability.
- **Understanding of Equity, Diversity, Inclusion and Accessibility (EDIA) Principles:** Insight into EDIA challenges and opportunities specific to the Canadian and provincial sport environment.
- **Specific Expertise:** Experience in areas such as youth sports development, legal, finance, or marketing is highly valued.

**General Skills and Abilities:**

- Capable of providing informed viewpoints during group discussions at board meetings.
- Rationally consider opposing ideas and viewpoints.
- Receptive to change.
- Strong interpersonal and communication abilities
- Maintain confidentiality
- Strategic planning, policy development and principles of good governance
- Professional expertise in the areas of accounting, financial management, legal or other relevant areas
- Human relations management, risk management and safety in soccer.
- Issues management and communication
- Business and organizational development
- Leadership and proven successful record as a Board Member
- Knowledge of soccer in British Columbia, and its key components, including effective representation of the various regions, player age, genders, and groups making up soccer in BC.
- Expertise in community involvement, relationship management and member relations
- Understanding of administration and technical development

**Additional Requirements for Independence:**

In accordance with BC Soccer Bylaws 6.14.a: “No member of the Board shall hold an office, be a director, or be an employee of a member under the jurisdiction of the Society. A newly elected director must relinquish all positions held with a member within a period of 60 days of becoming a director.”

In other words, if elected, Board Directors have a responsibility to step away from any elected, executive or paid roles with current BC Soccer members within 60 days of being elected.