



## Call for Nominations for the Alberta Summer Swimming Association (ASSA) Board of Directors

Nominations are invited for the ASSA Board of Directors, with a **deadline of 4:30 p.m. MDT on Wednesday, October 9, 2024.**

Alberta Summer Swimming is the governing body for summer swimming in Alberta. Its vision is to "*Inspire Swimming,*" and its mission is to "*Promoting Participation, Encouraging Competition, Developing Leaders, Providing Guidance.*" We are currently seeking nominations from individuals passionate about the sport of swimming, who embrace our values, and who are looking for a rewarding volunteer role within a progressive provincial sports organization.

### Board Positions Available for Election at the 2024 AGM:

Role	Term
President	2 years
Vice President	1 year (remainder of Term)
Secretary	2 years
Coach Representative	1 Year

The call for nominations will be circulated on LinkedIn, posted on the ASSA website, and sent to members via email.

### What We Are Looking For:

Nominees should be willing to serve on the Board for a minimum term of two years (October 2024 – 2026 AGM) and ideally possess skills in one or more of the following areas:

- **Innovation and Creativity:** Ability to think outside the box.
- **Legal or Accounting:** Strong expertise in these areas.
- **Human Resources, Marketing, Public-Sector, or Social Engagement:** Skills that help foster community and organizational growth.
- **Advocacy for Swimming:** Passionate about promoting swimming at all levels, from grassroots to elite performance.
- **Board Governance Experience:** Previous board or committee experience is highly advantageous.

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### Attributes We Value:

- **Visionary:** Able to envision Swim Alberta's role in the broader sport sector and visualize long-term goals.
- **Strategic Thinking:** Able to contribute to the development and execution of strategic plans.
- **Strong Communication Skills:** Able to share ideas and influence others with respect.
- **Diverse Sporting Perspective:** Experience in another sport and the ability to offer insights for shaping the future of swimming.
- **Commitment to Learning:** Dedication to continuous personal development and learning.
- **Governance Knowledge:** Clear understanding of the distinction between governance and operations.

Nominees must meet the criteria outlined in the ASSA bylaws and be considered in good standing. Interested candidates can send a nomination packages as outline in the board eligibility [board eligibility and determination policy board development and recruitment](#) process to [nominationcommittee@assa.ca](mailto:nominationcommittee@assa.ca)

### Expected Timeline for Nomination Process:

- Expression of Interest/Nominations **deadline 9 October 2024**
- Meetings with prospective board nominees **conducted by Oct 16,2024**
- Nominees shared by nominations committee with ASSA executive for **posting to ASSA website by Tuesday October 18<sup>th</sup>**
- Presentation of the recommended nominations at the **Annual General Meeting October 22th, 2024 at 7pm**

### What We Offer You:

By serving on the ASSA Board, you will have the opportunity to:

- Influence and shape the future of summer swimming in Alberta.
- Expand your network and collaborate at the board level.
- Develop your personal skills and knowledge.
- Take pride in contributing to the success of Swim Alberta.

Nominations must be received by **4:30 p.m. MDT on Wednesday, October 9, 2024.**

### Contact Information:

*Alberta Summer Swimming Association*  
11759 Groat Road, Edmonton, Alberta, Canada T5M 3K6  
Email: [info@assa.ca](mailto:info@assa.ca)  
Website: [www.assa.ca](http://www.assa.ca)

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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 and according to this identified process. Candidates will be recruited based on 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 for soliciting nominations for the election of Directors, and Secure each nominee's consent.

### PURPOSE

- 2) 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.
- 3) 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 its best efforts that no candidate gains office by acclamation.

### SCOPE AND APPLICATION

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

### ELIGIBILITY OF CANDIDATES:

- 5) 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.
- 6) A resident of Alberta.
- 7) Meet the Qualifications and Core Competencies as outlined:
  - Previous board experience
    1. For the position of President and Vice President, nominees shall have previously served a minimum of one year as an ASSA Director.
    2. For the position of Coaches Representative, nominees shall be registered Coach Members in good standing with the ASSA.
  - A clear understanding of the operational aspects of the organization

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- 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 – the ability to share ideas and influence others
- Visionary – able to see Alberta Summer Swimming in broad terms as part of the sports sector
- Specific skills as identified through the nomination process below.
- All successful candidates must complete a Declaration of Conflict of Interest, and Confidentiality Form.
- 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’ are any of the following:

a) If imposed in the last five years:

- i. Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
- ii. Any violation for trafficking and/or possession of drugs and/or narcotics.
- iii. Any offence involving conduct against public morals.

b) If imposed in the last ten years:

- iv. Any crime of violence including but not limited to, all forms of assault.
- v. Any offence involving a minor or minors.

c) If imposed at any time:

- vi. Any offence involving the possession, distribution, or sale of any child-related pornography.
- vii. Any sexual offence involving a minor or minors. iii. Any offence involving theft or fraud.

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## **Powers and Duties of Directors**

### **President**

#### **a) Powers:**

1. Supervise and manage the general affairs and operations of the ASSA,
2. Preside as Chair-Person at the Annual General Meetings, Spring General Meetings, Board of Director Meetings and the Executive Committee Meetings of the ASSA, unless an alternate Executive Member or Board Member has been appointed to Chair,
3. Be one of the signing officers of the ASSA,
4. Be the official spokesperson of the ASSA, and
5. Perform such other duties as may from time to time be established by the Board.

#### **b) Duties:**

1. Attend meetings of Members and Directors of the ASSA,
2. Attend the Provincial Championship Meet,
3. Receive and delegate complaints, disputes, appeals and matters of discipline to the appropriate individual.
4. Act as the ex-officio on all committees
5. Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.

### **Vice President**

#### **a) Powers:**

1. Support and assist the President in all duties,
2. In the absence of the President, have the authority of and perform the duties of the President, and
3. Perform such other duties as may from time to time be established by the Board.

#### **b) Duties:**

1. Attend meetings of Members and Directors of the ASSA
2. Ensure that the ASSA rules, regulations, policies and procedures are reviewed and updated as appropriate and posted on the ASSA website prior to May 1st of each year,
3. Participate as a members of the Events Review Committee in every even year with the Coaches Representative;
4. Submit any approved changes to the ASSA Bylaws to Alberta Registries for filing, and
5. Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.

### **Secretary**

#### **a) Powers:**

1. Be responsible for the documentation of all amendments (filings) to the ASSA's Bylaws, rules, regulations, policies and procedures,
2. Ensure that all official documents and records of the ASSA are properly kept, and
3. Perform such other duties as may from time to time be established by the Board.

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b) Duties:

1. Attend meetings of Members and Directors of the ASSA
2. Conduct the correspondences of the Board as directed by the President,
3. Keep an up-to-date list of registered Directors and Staff,
4. Send out any notice requirements as described in the ASSA Bylaws, rules, regulations, policies and procedures,
5. File such returns, information and fees that may be required to maintain the incorporation of the ASSA and any affiliation with other swim organizations,
6. Cause to be recorded the minutes of all meetings of Members, Directors of the ASSA and provide a copy of minutes to the ASSA Executive no later than thirty (20) days following the meeting,
7. Prepare and submit the Society Annual Return to Alberta Registries, and
8. Present a written report at the Annual General Meeting and retain an electronic copy.

**Coaches  
 Representative**

Powers:

1. Act as a technical advisor to the Board.
2. Disseminate information relevant to ASSA's Coaches,
3. Solicit feedback from the ASSA's Coaches,
4. Act as a liaison between ASSA Coaches and the Board.
5. Present the views and positions of the ASSA Coaches to the Board and act in the best interests of the ASSA's Coaches.

Duties:

1. Attend meetings of Members and Directors of the ASSA
2. Coordinate and liaise with ASSA regarding educational opportunities for Coaches.
3. Participate as a member of the Events Review Committee every even year with the technical committee and the Vice President.
4. Present a written report at the Annual General Meeting and submit an electronic copy to the Secretary.