

Information Sheet for Prospective Board Candidates

Term of Office: Three years, eligible for a second three year term.

Meeting Schedule: Generally the Board meets once monthly but can be as frequent as every other week during the Summer Peak season. Board members are also required to be available for Committee meetings as and when needed.

Duties: Board members are expected to:

- a) Support the long term financial successful of Springwood Swim Club;
- b) Actively engage and recruit members to become join SCC ;
- c) Work as a part of a cohesive team with common goals sharing his or her skills and expertise;
- d) Dedicate time and expertise to SCC and attend board meetings, events, work parties and other activities related to the Club;
- e) Respect and support the majority decisions of the Board;
- f) Participate actively in Board meetings, actions, fundraisers and public events;
- g) Represent all of the Club's members and not a particular subset or interest group;
- h) Remain aware of the activities that are planned and make themselves available to participate
- i) Declare conflicts of interest as it pertains to his or her position on the Board and abstain from voting when appropriate; and
- j) Do his or her best to ensure that the SCC is well-maintained, financially secure, growing and always operating in the best interest of its members.

Pre-Election:

- Both new and incumbent board members are required to submit a Prospective Board Member application (completed in its entirety);
- Make themselves available no less than once during the fall recruiting period for a telephone or in person interview (at the discretion of the Nominating Committee);
- Nominated candidates will be asked to provide a bio and photograph prior to the Annual Business Meeting so that the Nominating Committee can publicize the slate both through email and on the Club's website. If an individual candidate expresses a preference not to have a bio posted, such preference will be honored. Members will be informed of the election procedure and timing by the Secretary in the Annual Meeting Notice.
- Nominees must be available to attend the Annual Meeting and be willing to address the audience and respond to any inquiries that are made.

Reorganization Meeting:

All Board members are required to attend the Reorganization Meeting held during the month of February. At this meeting, elections will be held among the Board members to fill the elected officer positions; make any updates/revisions to dues and fees; and adopt the annual budget. Departing Board members are asked to attend this meeting to ensure a smooth transition from year to year. Responsibilities for the individual board member roles are as set out in the By-Laws.