

Board of Directors

As per the Constitution, the Board of Directors shall hold at least (4) meetings per year, one (1) per quarter, at any time and place as determined by the Chair or by written requisition of at least three (3) Directors.

Agenda

PROCEDURE BD2

All meetings will have an agenda circulated in advance of the meeting by the President.

Minutes

PROCEDURE BD3

Minutes will be kept of each meeting held and these minutes will be taken by the Secretary and circulated to the Board within 10 working days of the meeting. Meetings may be recorded for the purpose of keeping accurate minutes of the meetings. Once minutes have been approved by the Board, the recording of the meetings shall be deleted.

The main purpose of these meetings is to discuss items that will move the club forward, therefore the agenda items and discussion will be limited to those items that will help the club to advance. The agenda will not include time to read reports of items that have happened unless they will influence future decisions.

Reports

PROCEDURE BD4

Reports from the Club Head Coach (CHC) / Technical Director, Club Head Referee (CHR), and other Directors, if appropriate, will be included at each meeting. Treasurer will present financial reports at each meeting.

These reports are for information and are there for reference. Only the Treasurer report will require a vote of acceptance duly seconded and voted upon. All other reports will not be discussed at meetings unless there is a question about the information they contain.

Correspondence

PROCEDURE BD5

All correspondence addressed to the club or to members of the Board shall be circulated amongst the members of the Board and the staff if applicable.

PROCEDURE BD6

All correspondence sent by the VP of Rep or the Club Head Coach / Technical Director shall be copied to each other.

Job Descriptions

POLICY BD7

Each Board position will have a current job description listing the activities for which the position is responsible and the timelines associated with those responsibilities.

Vice-President of House League

The Vice-President of House League shall collaborate with the appropriate Board members and key personnel to oversee House League Program including recruitment of personnel, setting direction of program, organizing coaching, schedules, organizing teams and program. He/she shall oversee House League Opening Day and Closing Day and will be responsible for event setup/breakdown, recruiting and coordinating volunteers.

Vice-President of Development/Rep

The Vice-President of Development/ Rep shall oversee Competitive Program. He/she shall collaborate with the appropriate Board members and key personnel to manage and coordinate all matters associated with the Competitive Program, including but not limited to recruitment of personnel, setting direction of program, schedules, organizing coaching, organizing teams and program.

Director of Communications

The Director of Communications shall oversee communications of the club, including but not limited to organization website and social media accounts. He/she will manage club-wide communications with parents, coaches, volunteers, staff and board members on the club website by composing and organizing website content as directed (programs, news, pictures, documents, links, calendars, etc). He/she will create and oversee all advertisements and marketing promotions for the organization.

Director of Complaint Resolution

A Director of Complaint Resolution shall be responsible for receiving and resolving complaints received by phone, mail, email, fax, and social media. He/she will communicate with individuals directly to resolve issues and follow up when necessary. He/she shall collect the facts of all complaints arising to determine if a complaint has merit; and facilitate an amicable resolution to a complaint where possible. He/she may coordinate with / defer to the Disciplinary Committee for a disciplinary hearing.

Secretary

The Secretary shall act as clerk / privacy officer of the Board and shall record or cause to be recorded all facts and minutes of the proceedings at meetings of the Board. He/she shall assume the responsibility for noting and reporting Board acts or inconsistencies and for monitoring the adherence to Board process, practices, and policies as mandated by the Board. He/she shall assume the responsibilities for maintaining the Board legal documents (Bylaws) and Policy and Procedure documents.

Director of Strategic Planning

The Director of Strategic Planning shall be responsible for ensuring the sustainability of the club's house league and competitive programs. He/she shall collaborate with the appropriate Board members and key personnel to develop, maintain and update the GSC Strategic Plan / Direction. He/she will collaborate with the President to meet with representatives of the Town of Halton Hills to assess the sustainability of the following:

of fields needed for each season

Permit costs for grass fields and turf

Viability of an indoor facility in Georgetown

He/she shall oversee risk management operations of the club. Risk management addresses a number of issues which include, but are not limited to, background checks & training for those involved with youth players, abuse reporting, field and game safety. He/she will review and assess the operational risks and develop and implement mitigation plans to reduce the risk. He/she will be responsible for publishing emergency information and forms to coaches and parents.

Director of Events

The Director of Events shall collaborate with the appropriate Board members and key personnel to be responsible for the planning and execution of club events which include, but not limited to, the annual Eustace Collins soccer tournament, Opening and Closing Days, Santa Claus Parade, Banquet. He/she will manage all event logistics, which include, but not limited to, communicating and registering visiting teams, vendor coordination, securing lodging for visiting teams (if applicable), event setup/breakdown, recruiting and coordinating volunteers.

PROCEDURE BD8

All Board members are expected to complete the responsibilities of their positions within the timelines specified. If this is not possible, the President must be notified in a timely manner. These job descriptions will be reviewed on an annual basis by the incumbent and the Secretary prior to the AGM.

Committee**PROCEDURE BD9**

As per the Constitution, the Board may appoint such committees as it deems necessary for managing the affairs of the Corporation. Membership on a committee shall be open to all members of the Board. The President is an ex-officio member of all committees.

Confidentiality**POLICY BD10**

The Georgetown Soccer Club will require all Board of Directors, employees and individuals contracted by the GSC and other elected or appointed officials to sign a Non-Disclosure Agreement.

Political Affiliation**POLICY BD11**

The Georgetown Soccer Club will not establish any affiliation with any particular political party or candidate in any municipal, provincial or federal election.

Finance**POLICY BD12**

The Georgetown Soccer Club Board of Directors and staff shall adhere to sound financial management principles in their operation of Club business and activities and remember that its revenue is mainly derived from participant and player registration fees.

Investment Policy**POLICY BD13**

The Board of the GSC will assume a low to no-risk investment strategy with any excess funds the Club obtains. The Board will remember that, first and foremost, the excess funds have been generated by the players within the Club and that maximum return with no risk is the focus. Recommendations on investments must be presented to the Board in the form of a motion from the Treasurer and must be voted upon and passed.

Debt Tolerance

PROCEDURE BD14

The Board of the GSC will not approve a deficit budget. Monthly financial reports to the Board will reveal any tendency towards debt and appropriate steps will be taken to minimize risk of a deficit within the operating budget within six months.

Assets

PROCEDURE BD15

All assets of the GSC will remain in the GSC office unless they are in use.

Budgeting

PROCEDURE BD16

The Finance Committee chaired by the Treasurer will produce a draft budget for preliminary discussion at a GSC Board meeting with the final budget being approved at or before the last meeting Board meeting in fiscal year.

Invoicing

PROCEDURE BD17

All invoices for club activities must be mailed directly to the GSC Office and not to individual volunteers.

Equal Treatment

POLICY BD18

Board of Directors members and their families will be subject to the same policies and procedures as other members of the GSC.

PROCEDURE BD19

No spouse, child or grandchild of a Board member may be hired unless they are not supervised by that particular Board position. Conversely, no individual will be elected as a Board member if in that role they would be directly supervising any staff member that is their spouse, child or grandchild.

PROCEDURE BD20

An individual or company hired or contracted to perform work for the GSC will be required to sign a Non-Disclosure Agreement and a Letter to Abide.

PROCEDURE BD22

Conflict of Interest Decision – Making Process

Decision-Making Process when Conflict of Interest is Present

When a potential conflict of interest is relevant to a decision being considered by the Directors, the following process shall occur:

1. The interested party shall call it to the attention of the Board
2. Such person shall not be allowed to vote on the matter
3. If there is no consensus among members on a potential conflict of interest, the interested party and members deemed to have a potential conflict of interest will be provided an opportunity to state their respective positions. A majority vote by the Board will be conducted to determine if there is a conflict. In some cases, the President can request and have a majority vote by the Board to determine if such person should leave the room and shall not participate in the final deliberation. However, prior to their exiting, questions may be asked of her/him.
4. A contract or transaction shall be considered binding if the interest is disclosed and the Board approves, authorizes or ratifies the action in good faith by a majority of Directors (not counting the interested board member) at a meeting where a quorum is present. After this action, the official Minutes shall reflect that these requirements have been met.