

North Vancouver Sports Advisory Council

Appointment & Nomination of Advisory Committee

Purpose

The purpose of this policy is to define the process of becoming an Advisory Committee chair (Sports Representative) of the NV Sports Council. The effectiveness of the work of the North Vancouver Sports Advisory Council depends on contributions by Advisory Committee members who represent the various sports organizations who are members of NVSAC.

Application of this policy

This policy applies to all Sports Representative groups wishing to be represented by the NVSAC.

The Advisory Committee of the North Vancouver Sports Advisory Council shall be comprised of a maximum of 15 Advisory Sport Chairs, elected annually by Member Organizations of similar recreation and sports activities and objectives.

The groupings are as follows:

1. Youth Soccer
2. Adult Soccer
3. Adult Diamond Sports (Adult Softball and Slo-Pitch)
4. Youth Diamond Sports (Youth Softball and baseball)
5. Racquet Sports (Tennis, Racquetball, Pickleball, Badminton, Squash)
6. Athletics (Track & Field, Road Running, Cross Country & Triathlon)
7. Special Olympics and Para-sports
8. Arena Sports (Figure Skating, Hockey, Ringette, Lacrosse, Inline Hockey)
9. Aquatics (Competitive Swimming, Diving, Water Polo, Synchronized Swim)
10. Indoor Sports (Gymnastics, Basketball, Netball, Volleyball, Floorball, Floor Hockey)
11. Field Sports (Football, Rugby, Cricket, Field Hockey, Ultimate)
12. Specialized Groups (Golf, Lawn bowling, Hang-gliding, Alpine & Cross Country skiing, Snowboarding, Paddle Sports)
13. Wheeled Sports (Cycling, Mountain Biking, Skateboarding, Long Boarding)
14. Elementary School Sports (Elementary Athletic Association)
15. Secondary School Sports (Secondary Athletic Association)

Nomination of Advisory Sport Chair

Each Sports Group Advisory Chair will be elected annually by their respective sports groups. To become an Sport Advisory Chair, the following process must be followed:

1. Sport groups will be informed as to who their current representative is 30-45 days prior to the NVSAC AGM and all sport groups included in the Advisory Sport Chair grouping will be advised by the NVSAC Board of Directors that their Sport representation will be expiring at the upcoming AGM.
2. All sport groups will be invited to submit their nomination for the individual who they would like to act as their Sport's Advisory Chair before the submission deadline.
 - a. All nominations will be submitted to the Chair of the NVSAC
 - b. The chair will determine the names placed on the ballot for the AGM election
3. All nominees who meet the deadline with the required information below will be placed on the election slate at the AGM.
4. If there are more than 1 nominee for a sport grouping a secret ballot will decide.

Nominee submission will include:

- Nominee's name
- Nominee's position in relation to your organization (parent, coach, director etc)
- Confirmation that the nominee will be able to attend the in-person meeting on the 4th Wednesday of each month.
- Nominee's contact information

Appointment of office

Once the Sport Group Advisory Chair has been decided, the names will be forwarded to the Board of Directors. The board of directors will appoint all sport group Advisory Chairs to form the Advisory Committee for the coming year and invite all Advisory Chairs to the next Sport Council board meeting.

Term of office

All Sports Advisory Chairs term of Office is a one-year term, renewable through annual re-election/confirmation from their sports group(s).

All Advisory Chairs terms end at the AGM each year.

Advisory Chair Eligibility

Any person shall be eligible to serve as a Advisory Chair on the NVSAC when they are the duly authorized representative of a Member Organization in good standing with the Society whether or not they are a resident of the City or District of North Vancouver.

Advisory Chair Accountability

The Advisory Chairs form the majority of the Advisory Committee. This Committee is collectively accountable to the members and the community,

1. Authority

- Individual Advisory Committee members have no authority to direct or make requests of staff or to speak on behalf for the Council unless they are given such authority by the board.
- Time Commitment 1-2 hours a month (board and committee meetings, preparing meetings, attending special events)
- There are typically a minimum 6 meetings each year (excl Dec/July/Aug) – Advisory committee members are required to attend a minimum of 6 meetings. Should this minimum not be met in any year, the Advisory Chair is not eligible to serve the following year. A new representative must be nominated from the Sports groups.
 - If 2-3 consecutive meetings are missed, the sport groups represented by the Advisory Chair will be notified of such absence as this will initiate the need to select a new representative.

2. Responsibility

- Advisory Committee members are responsible for ensuring that the organization is fulfilling its mission and is looking to the future.
- Principle Duties Every member of the Committee, including the Board of Directors, is expected to do the following:
 - Help the board to monitor the performance of the Council in relation to its vision, mission and core values
 - Keep informed about community issues relevant to the mission of the Council
 - Participate in the development of the Council's strategic plan and ensure the objectives identified are reflected in the board's work
 - Abide by the by-laws, code of conduct, conflict of interest and other polices that apply to the board
 - Review Sport Council meeting reports and come prepared with questions and suggestions
 - Support board decisions once made
 - Contribute to the work of a board committee or task group

- Identify prospective Advisory Committee members and possibly help recruit them
 - Identify an alternate for themselves and ensure that they are current in the event they are required to attend the meeting.
 - The designated alternate must be a member of the Sport Council in good standing.
 - Attend and participate in the Annual General Meeting
 - Endeavour to be an ambassador for the Council in one's own sport networks
- The following are considered key job qualifications:
 - Knowledge of the community & sports represented
 - Commitment to the Council's mission and strategic directions
 - A commitment of time
 - Openness to learning & change
 - Evaluation
 - Individual directors will be encouraged to evaluate their own performance, and such an evaluation may be done by each person as part of an evaluation of the whole board and its functioning as a governing body.
 - Resignation and Removal of an Advisory Committee Member
 - If an Advisory Committee member chooses to resign prior the completion of a normal term,
 - a letter to the board is expected.
 - An Advisory Chair may be removed from the board, by majority vote, for not abiding by the code of conduct or other policies that apply to the board and its members.

Removal of Directors

The Member Organizations may remove their representative Director prior to the expiration of his/her term of office, and may then elect a successor to complete the term of office, provided such successor is qualified to be a Director at the time of such appointment , as herein provided.

The Directors may remove a fellow Director if that Director has missed 80% (2) consecutive Board meetings without explanation deemed adequate by the Board.

The Directors may remove an Elected Director upon a 2/3 majority vote of the Board of Directors. Interim Elected Directors shall be appointed by the Board of Directors as herein provided.

Alternate Directors

Each Member Organizations shall be entitled to select one (1) Alternate Director to represent the Member Organization on the North Vancouver Sport Council Board whenever the Director is unable to attend any meeting of the Directors. In the absence of any Director, the duly appointed Alternate Director shall have all the voting privileges of the Director.