



## Mississauga Croatia Soccer Club

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[www.mississaugacroatia.com](http://www.mississaugacroatia.com)

## Member Nomination for Election to the Board of Directors

### ***Application process***

1. Subject to the application deadline and other requirements set out in the MCSC By-laws, please complete the nomination form and submit to the Chair, Nomination Committee. Incomplete forms may not be presented to membership.
2. The Chair, Nominations Committee will review any potential conflicts of interest, and review the eligibility requirements for being a Director of the MCSC.
3. Should you be eligible to become a MCSC Director, you will stand for election. You will agree to attend the MCSC AGM and present yourself to the membership as a nominee for the Board of Directors.

### ***Preamble: Responsibilities of a Director***

A Director can be personally liable for the decisions and actions (Board *and* Staff) of the Mississauga Croatia Soccer Club ("MCSC"), unless they can demonstrate good governance. Good governance is, but not limited to, acting with a:

- **Duty of Knowledge**
  - Good business judgment at all times
  - Know the By-laws, policies, and Rules and Regulations (and follow them)
- **Duty of Care & Due Diligence**
  - Act honestly as would any reasonable person in a similar circumstance
  - Recognize ramifications of decisions in terms of liability exposure & minimize risks
- **Duty of Fiduciary Responsibility**
  - Act in good faith in the best interests of the MCSC
- **Duty to Avoid Conflicts of Interest**
  - Declare a conflict when one arises
  - Not participate in nor attempt to influence the decision-making of any conflict
- **Duty of Confidentiality**
  - In an ethical and lawful manner, respecting the confidentiality of Board discussions
- **Duty to Participate**
  - Perform requested duties in a timely manner
  - Participate in Board and committee meetings & actions
  - Stay current on issues and trends impacting the Club and the membership

## ***Commitment***

- Board members are required to attend all Board meetings, teleconference or web calls, and committee meetings, barring extenuating circumstances
- The Board of Directors meet a minimum of four (4) times per year, but may meet more frequently as required to carry out the business of the MCSC
- Board Directors are expected to be prepared for all Board and committee meetings. The review of Board materials is required in advance of meetings, which typically can be up to two (2) hours
- Each Board member is expected to join at least one (1) committee. Committees typically require a commitment of three (3) to ten (10) hours per month, taking into account meetings, preparation work and committee work
- Be compliant with all Board policies, including but not limited to: Conflict of Interest, Confidentiality, Board Member Code of Conduct and the MCSC By-laws
- Typical time commitment: ten (10) to twenty (20) hours per month

## ***Role of the Board***

The MCSC is a 100% volunteer-driven organization with a volunteer Board of Directors. As such, the Board is an ***operational*** Board that is responsible for:

- Overall operations – including programs, tournaments, and other activities
- Governing the MCSC (Governance Oversight) on behalf of Membership
  - Develop/Approve the right policies
  - Subject to the Letters Patent and regulations affecting NFP and Soccer Clubs (OSA)
- Setting the Strategic Direction
  - Vision, mission, values, strategic plan & goals
- Financial oversight and budgeting
- Managing Risk and Risk Oversight
- HR Policy Oversight
- Evaluating MCSC performance - assess and measure organizational performance
- Reporting out the health of the MCSC to Membership
- Managing the Annual General Meeting

### ***Please Note:***

1. The two pages of this Nomination Form should be submitted together and must be received by the nomination's officer 10 days prior to the AGM to be considered a valid nomination.
2. Any omissions on this form may invalidate the nomination.
3. Please complete and e-mail completed nomination forms to [nominations@mississaugacroatia.com](mailto:nominations@mississaugacroatia.com)
4. All nominations received 10 days prior to the AGM will be published on our Website prior to the AGM.
5. Please note that only members in attendance at the AGM will be eligible to vote.
6. A copy of our by-laws is available for download from our Website – [www.mississaugacroatia.com](http://www.mississaugacroatia.com)



# NOMINATION FORM

## MISSISSAUGA CROATIA SOCCER CLUB - BOARD OF DIRECTORS

\_\_\_\_ Yes, I am a member of the MCSC in good standing (and can provide proof of membership).

\_\_\_\_ I wish to nominate the following individual for election to the MCSC Board of Directors for the following position: \_\_\_\_\_

Nominee Information			
Name			
Address			
City		Postal Code	
Phone		email	

Nominated by:			
Name			
Address			
City		Postal Code	
Phone		email	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***NEXT SECTION to be completed by the nominee:***

\_\_\_\_ I am Eligible to be nominated for the above-mentioned position on the MCSC Board of Directors. (See Article 5 of the Mississauga Croatia Club Constitution for eligibility requirements).

\_\_\_\_ I am currently serving on the MCSC Board of Directors.

\_\_\_\_ I have served on the MCSC Board of Directors previously in the following capacity:

\_\_\_\_\_

Length of Term Served: \_\_\_\_\_

Start Date of Term: \_\_\_\_\_ End Date of Term: \_\_\_\_\_

**Candidate Statement**

Please provide a brief explanation (less than 200 words) why you would like to join the Board of Directors, your educational background and your work experience:

Insert statement here...

**Oath of Confidentiality**

Subject to the MCSC’s Board Confidentiality policy, I agree to hold all Board business and/or any matters of a sensitive nature, discussed in or out of meetings of the Board with my peers, in the strictest of confidence. Matters will not be discussed outside the MCSC without the written approval of the Board of Directors. Furthermore, it is understood that under no circumstances will any information provided to me by the MCSC, in any format written or verbal, be transferred or related to any party, except those parties for which the information is intended. I further agree that the Board Confidentiality policy may be updated by regular resolution of the Board at a later date.

\_\_\_\_\_Initial acceptance

I accept the nomination to the Mississauga Croatia Soccer Club’s Board of Directors as submitted. I have read and understood the eligibility requirements and criteria outlined in the MCSC Constitution.

I certify that the information contained on this form is true

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_