



BCCA Nominations Package

Who are the board and how is the board structured?

The BCCA Board consists of five “Executive Officers and not less than four **(4)** and not more than eight **(8) Directors** as elected at an Annual General Meeting”. [By-law 5.a]

There are between 4 and 8 directors-at-large. The executive roles are: President, Vice President, Secretary, Treasurer, Assistant Treasurer and Immediate Past President. [By-law 6.a]

The term of the roles are 2 years. Half of the executive roles and director roles are replaced for a full term (2 years) at the annual AGM. This means half the board are 2 year terms, and half are 1 year terms, to prevent the whole board turning over every year. [By-law 5.c]

Preferentially in an election the President and Treasurer roles will be directors from the continuing board members and Vice-President and Assistant Treasurer from new board members. [By-law 6.b]

As we are a volunteer organization we divide to conquer:

- Board members associate with one of four committees (Financial Sustainability; Community Engagement; Facility Care and Improvement; Programs and Events) to carry out activities to support the vision and mission of BCCA and BCCA staff.
- Each director is also responsible (assigned by board discussion) to act as liaison with Bragg Creek community groups and organizations.

Meeting monthly (except July and August) the board comes together with updates and to make decisions.

What does the board do?

All directors sign and operate under the BCCA code of conduct. [By-law 5.g]

“The Board has final responsibility for the strategic planning of the Association and is accountable to the membership.” [By-law 5.m] The BCCA has a five year strategic plan and annual goals. The annual goal setting cycle is March to February with report to community made at AGM each October.

The duties of **the Board** include: [By-law 5.n]

- Making short and long-term plans for the Association
- Managing the regular business of the Association between formal meetings.
- Managing the finances of the Association
- Consulting with employees on issues regarding the programs of the Association

- Approving plans before they are implemented or monies spent
- Representing and attending all meetings as required with stakeholders
- Consulting with all partners, sub-committees and employees of the Association to ensure their compliance with Association guidelines and governing principles, guiding principles, policies and procedures.

What are responsibilities of directors?

- **Attending at least nine (9)** Board Meetings a year **plus** the Annual General Meeting (AGM) held in October as well as keep informed and actively participating in Board discussions and functions
- Fairly represent all membership, user groups, and tenants and promote their objectives.
- Fairly represent the BCCA in community affairs.
- Seek to fully utilize the facilities of the Association and promote its purposes.

Additionally, the:

President will chair the board meetings and preserve order and lay all business before the Association in a fair and proper manner. Be the official spokesperson of the organization. Be financial and official document signing authority. Call all meetings.

Secretary will give full notice of and attend all Board and Formal meetings and keep minutes, maintain the Minute Book according to the requirements of the *Societies Act of Alberta*, keep membership list and manage ballots for votes (if needed).

Treasurer will work with bookkeeper to have oversight of financial status of BCCA, prepare annual operational budget, ensure annual audit, manage contracts, manage payroll and ensure financial governance occurs.

Vice President will be delegate for the president. Administer the Human Resources function for BCCA staff. Ensure elections are run. Be financial and official document signing authority.

Assistant Treasurer will assist, and be the delegate of, the treasurer.

What is in it for you?

- Opportunity to make positive change in your community
- Opportunity to enhance your leadership and communication skills
- Exposure to Community issues
- Experience in policy development and organizational governance
- Opportunity to participate in the long and short term strategic direction of the BCCA (Bragg Creek Community Association)
- Opportunity to meet new people in the community – neighbors, local businesses, local organizations, health care providers, and more!

What positions are available?

- President – 2 Year Term
- Vice President – 1 Year Term
- Treasurer – 2 Year Term
- Assistant Treasurer – 1 Year Term
- Secretary – 1 Year Term
- Director (4 positions available)

What compensation will I receive?

- Board members do **not** receive remuneration for their services. The position is voluntary

Who is Eligible for Election?

- Any BCCA Member in good standing
- Membership must be maintained during your term in office

When and where will elections be?

- At the Annual General Meeting (AGM) scheduled on October 24th at 7:00pm.
- The meeting is located at the Bragg Creek Community Centre.

When do the positions become effective?

- Immediately after the close of the Annual General Meeting

How can you be nominated?

If you would like to become a director of BCCA you must be nominated by two BCCA members in good standing, and agree to let your name stand and be a current member in good standing.

You can let your name come forward in advance of the AGM via the BCCA staff (outreach@braggcreekca.com), or President, or you can be nominated from the floor at the AGM.

If there are more nominations than roles, a vote will take place at the AGM.

Please see www.braggcreekca.com for BCCA Nomination Form!!



BCCA Board Member Nomination Form

We, the undersigned members of the BCCA wish to nominate (name):

For the Position of (check one):

<u>Position</u>	<u>Term</u>
<input type="checkbox"/> President	2 years
<input type="checkbox"/> Vice President	1 year
<input type="checkbox"/> Secretary	2 years
<input type="checkbox"/> Treasurer	1 year
<input type="checkbox"/> Assistant Treasurer	1 year
<input type="checkbox"/> Director	2 years
<input type="checkbox"/> Director	1 year

We certify that

- ✓ Is a BCCA member in good standing.
- ✓ Has consented to placing his/her name in nomination
- ✓ Has read the Board Nomination Package (previous pages).
- ✓ Has completed & submitted the personal data form to the BCCA office (Next Pg)

SIGNATURES: MOVED BY: _____

Email: _____

SECONDED BY: _____

Email: _____

NOMINEE ACCEPTANCE: _____



Personal Candidate Data

To be completed by Mover and/or Nominee:

Name: _____ Address: _____

Phone: (B) _____ (H) _____ (C) _____

Email: _____

Past or present community involvement (if any):

Reason for running:

Pertinent background:

Past or present BCCA involvement

Other related involvement:

Drop off/Forward Nominations and forms to:
BCCA Community Outreach Manager
23 White Avenue | outreach@braggcreekca.com