

Softball BC

Board of Directors Evaluation Process and Questions

On an annual basis, the Board should set aside time to evaluate its performance collectively and to provide individual Board Members with an opportunity to reflect on their own performance and contributions. An ideal time to conduct the Board evaluation is when the Board is conducting its skills matrix review in preparation for the Board Recruitment Process.

There are two parts to the Board Evaluation Process:

PART A: BOARD EVALUATION (Pages 6 – 17)
PART B: DIRECTOR SELF-EVALUATION (Page 18)

Each Board member should take some time to complete the following questions. These questions can be set up on a survey platform or provided in Word, Excel, or PDF format. The completed evaluations should be compiled by the Board president with support from the Executive Director, as needed, or an independent consultant. The results are then circulated back to all Board members for debrief and discussion. It is not necessary to disclose individual responses; instead, review and debrief the Board's collective evaluation.

The self-evaluation may be best set up as a separate evaluation tool or in a manner that ensures confidentiality. Meetings between the Board member and the President of the Board may be scheduled, or the tool can be used as a self-reflection exercise.

In conducting a debrief with the full Board, some questions that members may want to explore include:

1. In what areas are we doing well as a Board?
2. In what areas do we need more support, or is there room to improve as a Board?
3. What, if anything, surprised you in the full results?
4. What are 2 or 3 things we want to work on as a Board over the course of next year?
5. As individual board members, if you are comfortable sharing, what are the individual areas of improvement you would like to focus on over the course of next year?

PART A: BOARD EVALUATION

Circle or check the response that best reflects your opinion. The rating scale for each statement is:

Strongly Disagree (1); Disagree (2); Agree (3); Strongly Agree (4) or Not Sure (NS).

Responsibility 1: Determine the Organization’s Mission and Purpose

One of the Board’s fundamental responsibilities is to establish the mission of the organization. In addition, the Board should periodically review the mission and revise it as necessary. The mission statement should be clear and concise, and each Board member should understand and support it.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
All Board members are familiar with the current mission statement.	1	2	3	4	NS
The current mission statement is appropriate for the organization’s role in the next two to four years.	1	2	3	4	NS
The Board’s policy decisions and the organization’s programs and services reflect the mission.	1	2	3	4	NS

How can the Board do better in this area?

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Responsibility 2: Select and Support the Executive, and Review Their Performance Periodically

The most significant decision a Board makes is selecting the Executive Director. An effective Board will draft a clear job description that outlines the duties of the Executive Director and will undertake a carefully planned search whenever the position is vacant. In addition, the Board will support its Executive Director by providing that person with frequent and forward-focused feedback, and by periodically conducting an evaluation to help the Executive Director strengthen their performance.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
A written job description clearly spells out the responsibilities of the Executive Director.	1	2	3	4	NS
The Board respects the Executive Director's distinct responsibilities.	1	2	3	4	NS
The Board conducted its last search for an Executive Director in a professional and competent manner.	1	2	3	4	NS
The Board systematically and fairly assesses the Executive Director's performance on a regular basis.	1	2	3	4	NS

How can the Board do better in this area?

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Responsibility 3: Approve and Monitor the Organization’s Programs and Services

A not-for-profit organization carries out its mission by offering specific programs. The Board, though not responsible for managing or administering these programs, is responsible for deciding which programs, among the many that an organization could offer, are the most consistent with the mission. In addition, the Board is responsible for monitoring the programs to ensure that their quality is as high as possible. Such monitoring can be done, for example, by reviewing performance data, observing programs firsthand, ensuring staff survey program participants, or having staff retain a consultant to conduct an evaluation.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
The Board is knowledgeable about the organization’s current programs and services.	1	2	3	4	NS
The Board knows the strengths and weaknesses of each major program.	1	2	3	4	NS
The Board periodically considers adopting new programs, modifying or discontinuing current programs.	1	2	3	4	NS

How can the Board do better in this area?

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Responsibility 4: Resource Development

The Board may take a role in the organization's resource development, in consultation with the Executive Director. In addition, as service volunteers, the Board can help develop the organization's fundraising strategy, including formulating the critical case statement that sets out the rationale for financial support.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
The Board understands the organization's fundraising strategy.	1	2	3	4	NS
The Board has a clear policy for developing a fundraising strategy.	1	2	3	4	NS

How can the Board do better in this area?

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Responsibility 5: Ensure Effective Fiscal Management

Ensuring that income is managed wisely is especially important for a tax-exempt not-for-profit that is operating in the public trust. The Board will approve an annual operating budget and then monitor the organization's ability to adhere to it throughout the year. In addition, the Board will require an independent accountant to conduct an annual audit to verify to itself and the public that the organization is accurately reporting the sources and uses of its funds.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
The Board thoroughly reviews the organization's annual operating budget before approving it.	1	2	3	4	NS
The Board uses the budget process to consider the most effective allocation of limited resources.	1	2	3	4	NS
The Board receives financial reports that are understandable, accurate, and timely.	1	2	3	4	NS
The Board requires an annual audit and considers all recommendations made in the independent auditor's report and management letter.	1	2	3	4	NS

How can the Board do better in this area?

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Responsibility 6: Engage in Strategic Planning

One of the major contributions a Board can make to a not-for-profit organization is to consider how the organization's role will evolve over the next three to five years and to recommend actions to achieve those goals. Given the time the staff must devote to day-to-day operations, the Board can more easily focus on the future. At least every three to five years, the Board will engage in a planning process to better understand the fluctuating environment in which it operates and decide what changes it ought to make to function more effectively in that environment.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
The Board focuses much of its attention on long-term, significant policy issues rather than short-term operational matters.	1	2	3	4	NS
The Board has a strategic vision for how the organization should evolve over the next three to five years.	1	2	3	4	NS
The Board periodically engages in a strategic planning process to consider how the organization could address new opportunities and challenges.	1	2	3	4	NS

How can the Board do better in this area?

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Responsibility 7: Carefully Select and Orient New Board Members

A good Board is composed of visionary, big-picture thinkers who can contribute critical skills, experience, wisdom, and time to the organization. Because no one person can provide all the skills and qualities, and because the role of an organization continually changes, a Board must have a well-conceived plan to identify and recruit the most appropriate people to serve on the Board. Once selected, a Board must orient new members to the organization. In addition, a Board will regularly rotate people off the Board to ensure it can be infused with new ideas without becoming unwieldy.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
The Board currently have a sufficient range of expertise and experience to be an effective governing body.	1	2	3	4	NS
The Board has an effective process for identifying the characteristics new Board members could bring to the organization.	1	2	3	4	NS
The Board regularly identifies candidates who offer the characteristics needed to strengthen Board compositions.	1	2	3	4	NS
The Board provides new Board members with a thorough orientation that includes their responsibilities and key program and administrative information.	1	2	3	4	NS

How can the Board do better in this area?

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Responsibility 8: Understand the Relationship Between the Board of Directors and the Executive Director

One of the most important responsibilities for a Board is to define and understand its relationship with the Executive Director. The old dictum that “a Board sets policy and the staff carries it out” is oversimplified; an effective Board must have a clear understanding of the differences between its role and the staff’s. Because many important organizational issues require the Board and staff to move in the same direction if they are to be addressed effectively, the quality of the working relationship between the Board and the Executive Director should be high.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
The respective roles of the Board and Executive Director are clearly defined and understood.	1	2	3	4	NS
A climate of mutual trust and respect exists between the Board and Executive Director.	1	2	3	4	NS
The Board grants the Executive Director sufficient authority and responsibility to lead and manage the organization effectively.	1	2	3	4	NS
The Board has ensured that adequate policies for staff selection, training, promotion and conflict procedures have been created and implemented by the Executive Director.	1	2	3	4	NS

How can the Board do better in this area?

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Responsibility 9: Enhance the Organization’s Public Image

Board members from various parts of the community or region can do much to develop the organization’s image. If an organization is successful but its achievements are kept secret, it will not succeed in being effective, attracting new leaders for positions of responsibility on the Board and staff, or, most importantly, serving a broad range of people. Accordingly, the Board must ensure staff development of a marketing and public relations strategy that includes written and visual communications, such as annual reports and press releases.

In addition, Board members must periodically seek out key business, government, media, and other leaders to inform them about the organization’s activities and plans, and to learn about the concerns and interests of various groups. While encouraging Board members to spread the word about the organization they help govern, the Board must also have a policy about who serves as the organization’s official spokesperson when, for example, a news reporter requests an interview about a possibly controversial issue.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
The Board has approved an effective marketing and public relations strategy for the organization.	1	2	3	4	NS
Board members talk about the organization to key people.	1	2	3	4	NS
The Board understands who may serve as the organization's official spokesperson.	1	2	3	4	NS

How can the Board do better in this area?

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Responsibility 10: Organize Itself So That the Board Operates Efficiently

Boards carry out much of their work in meetings. Because meetings of the full Board cannot always accommodate in-depth discussion and analysis of key issues, Boards often work through committees, each of which draws on a small number of Board members to focus on a particular area. Committees of the Board are for the business of the Board and should not operate in isolation from the Board.

To make Board and committee meetings most productive, Board members need to understand the bylaws under which they operate and have the opportunity to review written material related to the agenda several days before a meeting. In addition, each committee needs terms of reference, strong leadership, and the ability to develop consensus among its members and present its recommendations to the full Board.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
Board members are familiar with the bylaws.	1	2	3	4	NS
Board members receive clear, succinct agendas and supporting written materials sufficiently in advance of Board and Committee meetings.	1	2	3	4	NS
Committee assignments reflect the interests, experience, and skills of the Board members.	1	2	3	4	NS
Board and Committee meetings are well-organized, productive, and make good use of Board Members' time.	1	2	3	4	NS
Committees have up-to-date terms of reference and a process for regular review.	1	2	3	4	NS

How can the Board do better in this area?

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Responsibility 11: Ensure Sound Risk Management Policies

The Board of Directors needs to reduce, to a tolerable level, the myriad of risks that can severely endanger an organization. No organization is immune to the possibility of a lawsuit, for example, from a recently dismissed employee or a participant who is harmed. Obtaining the proper kinds and levels of insurance can offer some protection to the Board and organizations; more importantly, appropriate action by the Board and staff can reduce the likelihood of accidents or negligent actions through effective policies and the maintenance of a risk register.

	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
The Board has approved a policy to enable the organization to manage and reduce risks to a tolerable level.	1	2	3	4	NS
The Board maintains a risk register that is regularly reviewed and updated.	1	2	3	4	NS
The Board has sufficient liability insurance to cover Board members and staff in the event of lawsuits filed against them as individuals or against the organization as a whole.	1	2	3	4	NS
The Board periodically reviews all insurance carried by the organization to ensure it is adequate and competitively priced (e.g., Directors and officers, general liability, and accident insurance).	1	2	3	4	NS

How can the Board do better in this area?

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General Assessment

1. What are currently the major successes and challenges of the Board?

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2. What are the current major challenges of the Board?

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3. How can the Board's organization or performance be improved in the next year or two?

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3. What other comments or suggestions would you like to offer related to the Board's performance?

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PART B: DIRECTOR SELF-EVALUATION

Circle or check the response that best reflects your opinion. The rating scale for each statement is:

Strongly Disagree (1); Disagree (2); Agree (3); Strongly Agree (4) or Not Sure (NS).

Myself as a Director	Strongly Disagree	Disagree	Agree	Strongly Agree	Not Sure
I am aware of what is expected of me as a Director.	1	2	3	4	NS
I read the records of proceedings, Committee reports, and all agenda items before each meeting.	1	2	3	4	NS
I participate on committees as requested or appointed.	1	2	3	4	NS
I am familiar with the Softball BC's By-laws and policies.	1	2	3	4	NS
I understand the Softball BC's financial position.	1	2	3	4	NS
I always declare any conflicts of interest.	1	2	3	4	NS
I support Board decisions when they are made, even when I disagree with them.	1	2	3	4	NS
I represent all Members.	1	2	3	4	NS
I understand my legal duties as a Director.	1	2	3	4	NS
I am a valuable member of the Board.	1	2	3	4	NS

1. In what ways, if any, do I feel like I could contribute better to support the Board's performance as a member of the Board?

2. What additional training or development would help me perform my role as a Director?



BOARD OF DIRECTORS ELIGIBILITY AND DETERMINATION POLICY

BOARD DEVELOPMENT AND RECRUITMENT PROCESS

DEFINITION

1. The Nominations Committee, which is appointed by the Board of Directors of BC Amateur Softball Association (Softball BC) in accordance with the approved committee terms of reference, will be responsible for soliciting nominations with the skills and characteristics defined in this policy for the election of the Directors of Large and may nominate additional candidates for the election of Directors at Large.

PURPOSE

2. Candidates for positions on the Board of Directors of Softball BC are qualified and skilled persons capable of, and committed to, providing effective leadership and governance to Softball BC.
3. As outlined in its terms of reference, the Nomination Committee is responsible for conducting a recruitment process that seeks out qualified and skilled persons and promotes an interest in seeking a nomination. The Nominations Committee makes every effort to ensure that no candidate gains office by acclamation.
4. The Governance Committee is responsible for annually reviewing the composition of the Board of Directors as a whole, identifying any gaps to be filled by new Board of Directors Member candidates, and recommending to the Board of Directors the desired skills and experience, and communicating this information to the Nominations Committee.

SCOPE AND APPLICATION

5. This policy applies to all individuals interested in being a Director of Softball BC.

NOMINATION COMMITTEE

6. The Board of Directors will regularly review the terms of reference of the Nominations Committee, which includes instructions on committee composition and articulation of key duties and responsibilities.

ELIGIBILITY OF CANDIDATES:

7. To be eligible to serve as a Director, an individual must meet the requirements as listed in the bylaws.
8. Meet the Qualifications and Core Competencies as outlined:
 - a) Previous Board of Directors experience
 - b) Clear understanding of the role of governance vs operational aspects of the organization
 - c) Strong understanding of the BC sport system
 - d) Strong communication skills – ability to share ideas and influence others
 - e) Visionary – able to see Softball BC in broad terms as part of the sport sector
 - f) Strategic – able to contribute to the development and execution of Softball BC's strategic plan
 - g) Specific skills as identified through the nomination process below.
9. Candidates selected to the Softball BC Board of Directors must adhere to the requirements as listed in the bylaws.

Board of Directors DEVELOPMENT AND RECRUITMENT PROCESS:

10. The following process will be utilized to identify candidates for the Softball BC Board of Directors:

PROCESS	TIMELINE
<p>Current Assessment of Board Skills and determination of who is continuing on the board. Board Self-Evaluation to allow individual board members to reflect on their effectiveness. <i>Tools used:</i></p> <ol style="list-style-type: none"> 2. Board Skill Matrix 3. Board Evaluation Tools <p><i>Responsibility:</i> Governance Committee <i>Who:</i> All Board Members participate</p>	6 months out from AGM
<p>Identification of Skills Required on the Board Identification of potential people <i>Tools used:</i></p> <ol style="list-style-type: none"> 1. Analysis of the Matrix Tool 2. Knowledge of who is continuing on the board <p><i>Responsibility:</i> Governance Committee to meet and review the matrix and make recommendations on “skills” required on the board based on gaps identified and strategic initiatives/directions identified by the board. These gaps are then presented to the board and subsequently shared with the Nominations Committee</p>	5 months out from the AGM
<p>Meeting with Prospective Board Members <i>Tools used:</i> Overview of Organization to ensure standard information from all committee members is shared with prospects <i>Responsibility:</i> Nominations Committee, Board, Executive Director</p>	5 months to 2 months out from the AGM
<p>Call for Nominations <i>Tools used:</i> Call for Nominations Form <i>Responsibility:</i> Nominations Committee, support provided as needed to communicate out by the Executive Director.</p>	3 months – 6 weeks out from the AGM
<p>Interviewing and Screening Interested Candidates <i>Tools used:</i></p> <ol style="list-style-type: none"> 11. Board Screening Questionnaire (Screening Policy) 12. Standard Interview Questions 13. Declaration of Conflict of Interest (policy and form) <p><i>Responsibility:</i> Nominations Committee, with support from the Executive Director</p>	2 months to 1 month out from the AGM
<p>Decision to place for Nomination at the AGM <i>Tools used:</i> Interview analysis and skill analysis, nominee evaluation metric, screening questionnaire analysis, and conflict of interest declaration <i>Responsibility:</i> Nominations Committee The nominations committee will provide an update to the Governance Committee, which will share it with the Board of Directors for information only</p>	1 month out from the AGM
<p>Orientation of New Members to the Board <i>Tools used:</i> Board Orientation Manual <i>Responsibility:</i> Governance Committee <i>Who:</i> Governance Committee, President or Executive Director</p>	Prior to the first board meeting after the AGM.

INTERPRETATION

14. If this Policy conflicts with or contradicts the Bylaws of Softball BC, the Bylaws shall take precedence.

BOARD OF DIRECTORS RECRUITING AND DEVELOPMENT MATRIX

Skills, Attributes and Diversity

To best determine the needs of the Board of Directors, the Governance Committee will assess the current makeup of the Board for its strengths, gaps, and diversity. The Committee, in working with the Board of Directors, can determine the skills, experience, and demographics that would best suit the Board in the upcoming years based on the organization's needs and priorities, and then begin recruiting to fill those needs or reduce any identified gaps.

A Board of Directors Recruiting and Development Matrix that includes skills, attributes, and diversity, as well as key projects/growth areas of the organization, will aid the Board of Directors in identifying prospective Board of Directors candidates and supporting any Board of Directors development work that may be needed.

The following is a sample matrix that the committee can incorporate into the Board of Directors' governance work. It should be conducted annually, in alignment with the timelines outlined in the Board of Directors Eligibility and Determination Policy. The matrix can be imported into an online survey tool, or individual Board of Directors members can complete a survey, which is then compiled.

In addition to the matrix, the Board of Directors, in working in partnership with the Executive Director, should answer the following questions:

1. What are the top three priorities that the organization will be focusing on over the next 2 – 3 years?
2. Based on these priorities, do we have any identified skills or diversity gaps among the Board of Directors that would help support their achievement?
3. How do we ensure, in addition to the skills, attributes and diversity that we have a cultural fit with the Board of Directors and alignment with the organization's values?

The Board of Directors should consider the terms of current directors when they may be stepping off the Board, and succession planning for key roles, such as the President, Vice President, and Treasurer.

DEMOGRAPHICS	Name							
AGE								
Under 25								
25 - 34								
35 - 44								
45 - 54								
55 - 64								
65 +								
GENDER								
CIS Man								
CIS Woman								
Non-Binary								
Trans Man								
Trans Women								
Prefer not to answer								
Please indicate any of the following groups you identify with (please select all that apply):								
Person with a disability								
Black, Indigenous, Person of Colour (BIPOC)								
Newcomer to Canada (immigrant or refugee who has been in Canada for a short time)								
Lesbian, Gay, Bisexual, Transgender, Two Spirit (LGBQTTS+)								
Other group (please specific)								
Prefer not to answer								
None of the above								

EXPERIENCE	Name							
NUMBER OF YEARS ON THE Board of Directors								
1								
2								
3								
4								
5								
6								
7								
8								
9								
10+								
GOVERNANCE EXPERIENCE								
Private Sector/Commercial Experience								
Public/Crown Experience								
Non-profit Experience								
Board of Directors Experience								
Board of Directors Leadership Experience (President/Chair)								
Committee Experience (Board of Directors or Council)								
Corporate Leadership Experience								
Other								
EDUCATIONAL BACKGROUND								
Secondary								
Post-Secondary (University/College)								
Post Graduate								
Other (please specify)								

EXPERIENCE	Name							
PROFESSIONAL BACKGROUND								
Accounting/Finance								
Business								
Coaching								
Community/Social Services								
Education/Training								
Engineer								
Entrepreneur /Small Business Owner								
Government								
Governance/Non-profit								
Health Care/Medical								
Human Resources								
IT/Technology								
Law								
Marketing/Communications/Public Relations								
Medical								
Military								
Real Estate/Developer								
Sales								
Other – please list								
AREAS OF INFLUENCE								
Business and Industry/ Private Sector								
Community Development/ Non-Profit Sector								
Government Sector (Municipal, Provincial, Federal)								
Media/Advertising (Print, Radio, TV, Social, etc.)								
Other – please specify								

SKILLS AND ATTRIBUTES	Name							
ATTRIBUTES								
Visionary thinking								
Strategic thinking								
Able to Lead and Influence Others								
Passion for the Cause/Sport								
Dedication/Committed								
Objective and Impartial								
Knowledgeable about Organization/Sport System								
Knowledgeable and Understanding of Good Governance								
Discretion and Confidentiality								
Zest for Learning (seek personal and professional development)								
TECHNICAL SKILLS								
Accounting								
Finance Management								
Financial Investments								
Fundraising								
Law								
Marketing								
Information Technology								
Public relations								
Risk Management								
Human Resources								
Strategy Development and Implementation								
CEO/Senior Management Experience								
Education								
Social Services								
Public Policy								

Social media								
Sales								
Other								

Interview Guide for Board of Directors Candidates

Softball BC

This interview guide has been created to align with the Board of Directors Eligibility and Determination Policy and Nominations Process. It assumes that the organization has this policy in place, has taken the care to conduct a Board of Directors Skills, Attributes and Diversity Analysis in preparation for the Board of Directors Nominations and has an approved and aligned Nominations Process in place.

The Board of Directors Eligibility and Determination Policy and Nomination Process should be shared and made available to the membership and identified stakeholders, and communicated through the call for nominations for the Board of Directors. This interview guide for Board of Directors Candidates is intended to support the Nominations Committee.

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PURPOSE

The **purpose** of the interview with prospective Board of Directors candidates is the following:

1. To create an environment where the prospective candidate can learn more about the organization and how the Board of Directors functions.
2. For the nominations committee to gain a better understanding of the skills and experiences that the prospective Board of Directors candidate may bring to the Softball BC Board of Directors.
3. To assess the prospective candidate's knowledge around governance and the role of the Board of Directors, and the role of staff within the organization.
4. To discern if the prospective candidate has the attributes of a visionary and/or strategic thinker to support the work of the organization.
5. To determine if the prospective candidate has a passion for the vision and mission of the organization and aligns with the values of the organization.

TIPS FOR CONDUCTING AN INTERVIEW

Conducting good interviews requires some advance work. Please review the following tips to help ensure that your interview goes smoothly.

Step 1: Be prepared. Review all questions and decide in advance who will be asking each question on behalf of the nominations committee. Ensure you have a confirmed meeting time and method in advance, and follow up with the prospective candidate on the date/time and meeting logistics. It is a good idea to send a reminder to the prospective candidate the day before the interview.

Step 2: Review the questions before the interview to ensure you fully understand the meaning of each question and who will be asking it. Establish in advance a system for transitioning to the next question, to be asked by a different member of the nominations committee.

Step 3: If you have done previous interviews, consider how rephrasing a specific question might generate a more powerful answer. Any rephrasing should not create a different question or position the question as a leading or closed-ended question rather than open-ended.

Step 4: Introduce the nominations committee and use a few quick ice-breaker comments to put the prospective candidate at ease. Ask questions like: How has your day been going? Is this the first time you have participated in an interview of this type?

Step 5: Follow the interview template. Make sure your comments are open-ended, so you get more than just yes-or-no statements. Prompt for further clarification when required.

Step 6: If conducting the interview in person or through videoconference, maintain eye contact when possible. Nod as appropriate to show that you are **actively listening**. Invite additional comments by not rushing in to fill the silence. Be comfortable with the silence. Remember to count to 10 before speaking.

Step 7: Take good notes. Ask for clarification if required.

Step 8: Once you finish, ask if they have any further questions or anything to add. Sometimes the best pieces come at the end when people feel they are 'no longer being interviewed'.

Step 9: Take time to describe the next steps. Example of this: We are conducting interviews this week and anticipate being able to follow up with you on any next steps by [provide a date]. [Name of individual] will follow up with you by phone/email.

Step 10: Thank them for their time and interest in the Softball BC Board of Directors.

SAMPLE INTERVIEW TEMPLATE

Candidate: _____

Scale: 5 – High / 3 – Average / 1 – Low

Questions	Comments/Place to record notes	Score
<p>OVERVIEW [Identify the Nominations Committee member who will provide the overview]</p>	<p><i>Overview of the process and introductions of the nominations committee.</i></p> <ul style="list-style-type: none"> - <i>Welcome, thank them for joining.</i> - <i>The purpose of the interview/meeting is for you to gain a better understanding of Softball BC and for the nomination committee to gain a better understanding of the skills and experiences you may bring to Softball BC’s Board of Directors.</i> - <i>Introduction of Nominations Committee: [Identify the individuals from the nominations committee who are present at the interview]. Also, with us today is [list the name of the Executive Director and/or Board of Directors Liaison, if they are present], and their role is to answer any specific questions you may have about the Board of Directors and/or the organization that may be outside the purview of the nominations committee.</i> - <i>The committee has several questions for you to gain a better understanding of your experiences and skills you may bring to the Board of Directors, as well as potential contributions to Softball BC’s Board of Directors.</i> - <i>Following some of our questions, we invite you to ask any questions you may have about Softball BC and Softball BC’s Board of Directors.</i> 	
<p>GENERAL QUESTION TO PUT CANDIDATE AT EASE ([Insert Name of Individual asking Question]) 1. Tell us a bit about yourself: current profession, occupation, interests?</p>		(no score)

<p>Board of Directors EXPERIENCE ([Insert Name of Individual asking Question])</p> <p>2. a. What is your previous experience on the Board of Directors of a voluntary organization?</p> <p>b. In your previous Board of Directors roles, what are some of the highlights of your contributions to the Board of Directors?</p> <p>d. Describe your experiences in Board of Directors policy development and strategic thinking.</p> <p>f. What do you see as the differences between the roles of the Board of Directors and the Staff?</p>		Scale 1-5
<p>SPECIFIC SKILLS ([Insert Name of Individual asking Question])</p> <p>3a. What special knowledge, skills or experience do you have which would assist in the Board of Directors' decision-making? What would be your contribution to the good governance of the organization?</p> <p>3b. {Name of Organization} is seeking specific skills in <i>[list the skills identified in the gap analysis/skills matrix and communication on the call for nominations]</i>. Can you describe how your skills will contribute to one or more of these areas?</p>		Scale 1 –5
<p>UNDERSTANDING OF MANDATE AND VALUES ([Insert Name of Individual asking Question])</p> <p>4a. Summarize your understanding of the mission and vision of Softball BC and how you support these.</p> <p>4b. Softball BC has adopted the following values that guide our daily work. <i>[List values]</i>.</p>		Scale 1-5

Can you share how your values align with ours?		
INVOLVEMENT WITH NON-PROFIT/SPORT ORGANIZATIONS ([Insert Name of Individual asking Question]) 5. Can you describe your involvement with other Non-Profit or Sport Organizations? (type of involvement, length)		Scale 1-5
UNDERSTANDING OF SPORT SYSTEM ([Insert Name of Individual asking Question]) 6. Can you describe 3 trends that are shaping the landscape of amateur sport in Canada [or your province or community] currently?		Scale 1-5
COMMITMENT ([Insert Name of Individual asking Question]) 7. Are you able to devote the time and effort necessary? Discuss monthly time commitment: [Insert what is relevant for your organization, i.e., 1 -3 hours Board of Directors; 1-2 hours reading; Committees 2 – 4hours; other events 1 - 3 hours]		Scale 1-5
Questions you may have for the committee? ([Insert Name of Individual asking Question]) Next Steps		No score
Is there anything else the Candidate may wish to add or share that we have not had a chance to talk about today? ([Insert Name of Individual asking Question])		No score
Next Steps	<i>Next steps notes:</i> ● Complete all interviews	

- | | | |
|--|--|--|
| | <ul style="list-style-type: none">• <i>Reference checks of all prospective Board of Directors nominees</i> <p><i>Follow-up on recommended nominees and any next steps will be shared then.</i></p> | |
|--|--|--|

ADDITIONAL NOTES:

TIPS FOR THE INTERVIEW DEBRIEF AND IDENTIFYING POTENTIAL Board of Directors CANDIDATES

Following the Interview and series of interviews, the nominations committee should hold debriefs as follows:

1. After each interview the nominations committee as a group should reflect on the following, including completing the Nominee Evaluation Metric:
 - How does the prospective Board of Directors candidate meet the attributes of strategic and/or visionary, as well as being able to communicate about the organization's mission/vision/values?
 - How does the prospective Board of Directors candidate meet any of the identified gaps in the skills, attributes and diversity matrix? And how is the prospective candidate able to add value and support to the Board of Directors in addressing these skills/attributes/diversity gaps?
 - Does the prospective candidate have previous Board of Directors experience? Is the prospective Board of Directors candidate able to discern the role of the Board of Directors and the role of staff? How would the prospective candidate be able to add value to the good governance of the organization?
 - How well does the prospective candidate's passion for the the organization's vision and mission align? How does the prospective candidate exemplify the organization's values?
 - Does the prospective individual have any conflicts with regard to sitting on a member organization or affiliated organization? If yes, can it be managed by the current conflict of interest policy?

2. Following all interviews, the nominations committee as a group should reflect on the following to support their decision on what candidates to put forward to the Board of Directors:
 - What candidates exemplified best the following:
 - Passion for the organization's mission and vision.
 - The values of the organization.
 - The ability to fill identified gaps described through the skills, attributes and diversity matrix.
 - Good governance and knowledge of good governance.
 - Are there candidates who would better serve the organization on an operational or Board of Directors committee to help them gain a better understanding of the organization as a whole? Or whose skills/attributes may be better suited to serve and support the work of a committee, as they are more of a "doer" or person who likes to support the operations, vs someone who is strategic and visionary and can communicate the value and needs of the organization?



NOMINEE EVALUATION METRIC

Name of Candidate: _____

1. Experience being a Director and with voluntary and community organizations.

Evaluate the candidate’s response. Candidates score higher if they identify experience serving with multiple organizations in multiple capacities for a lengthy period of time.

Category Total / 5

2. Skills and Competencies

Evaluate the candidate’s response. Candidates score higher if they identify skills and competencies that would be useful for the Softball BC Board, based on identified attributes of board members (i.e., strategic, visionary, leadership, communication, teamwork skills and knowledge of the Canadian Sport System or Softball BC.

Category Total / 5

3. Understanding of Softball BC Mandate and Values Alignment.

Evaluate the understanding the candidate has of the mission/mandate of Softball BC and their alignment with the values of the organization. Experience with Softball BC in other roles.

Category Total / 5

4. Experience with sport organizations or other non-profit organizations.

Evaluate the candidate’s response on their involvement with other non-profit organizations within or outside of the sport system.

Category Total / 5

5. Understanding of the Sport System

Evaluate the candidate’s understanding of the Canadian sport system.

Category Total / 5

6. Commitment Level

Evaluate the candidate’s ability to commit to the role of Director.

Category Total / 5

7. Conflicts of Interest

Evaluate the candidate’s response. Candidates score higher if they do not identify potential conflicts of interest.

Category Total / 3

Calculate the total score. Provide comments or questions on a separate page.

TOTAL SCORE / 33



BOARD OF DIRECTORS CANDIDATE SCREENING DISCLOSURE FORM

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ **GENDER:** _____
Month/Day/Year

EMAIL: _____ **PHONE:** _____

1. **Have you ever been convicted of a crime for which a pardon has not been granted?** Yes _____ No _____
If yes, please describe below for each conviction:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

-
2. **Are criminal charges or any other sanctions, including those from a sport body, governing body, private tribunal or government agency, currently pending or threatened against you?** Yes _____ No _____ If yes, please explain for each pending charge:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Further Explanation: _____

3. **Has any civil court made a finding, judgment or ruling against you, or have you entered into an out-of-court settlement relevant to acting as a director, the sport of softball or any other sport?** Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement: _____

Type of Offense or Finding: _____

Year of Offense or Settlement: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

4. **Have you ever been the subject of a decision of a court, tribunal or governing body that might reflect adversely on your profession or your position as a director?** Yes _____ No _____ If yes, please describe below:

Type of Offense: _____

Year of Decision: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

5. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Dismissal: _____

Reason for Dismissal: _____

6. **Have you ever been disciplined or sanctioned by an international sport body, by a sport governing body outside Canada, by Softball Canada, or by any other body within Canada that governs the sport of softball or any other sport?**

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Discipline or Sanction: _____

Reason for Discipline or Sanction: _____

7. Have you ever been disciplined or sanctioned by an independent body (sport body, private tribunal, governing body or government agency, etc.) for which a pardon has not been granted?

Yes _____ No _____ If yes, please describe below:

Name or Type of Offense: _____

Name and Independent Body: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

8. Have you ever been in bankruptcy, or are you currently in bankruptcy?

Yes _____ No _____ If yes, please describe below:

Further Explanation: _____

Attach additional page(s) as necessary.

Certification

I hereby certify that the information contained in this form is accurate, correct, truthful and complete.

I further certify that I will immediately inform the BC Amateur Softball Association of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership or removal as a director.

Signature: _____

Date: _____

Board of Directors Orientation Framework

- Mission of the BC Amateur Softball Association (Softball BC)
- Strategic Plan
- Operational Plan (for information purposes)
- History of the Organization – 2 pages
- Summary of Programs and Services – 2 pages max – 1, if possible
- Organizational Structure (clear lines of accountability)
- Board Member’s Role Description – 1-page position description that shows the clear link to the mission of the organization
 - Role descriptions for President, Vice President and Treasurer
- Committees of the Board – Terms of Reference
- Relevant Policies – Board and Operational (this may be kept in a separate document or manual)
- Nomination Process or Board Eligibility and Determination Policy
- ED Development and Review Process
- Strategic Plan Review, Operating Plan and Budgeting Process
- Current Year’s Budget
- Other pertinent information to Softball BC



Softball BC Board of Directors - Director's Compliance Agreement

The undersigned (the “**Director**”) acknowledges and understands that serving as a director of BC Amateur Softball Association (Softball BC) brings with it certain responsibilities and obligations. Accordingly, the Director agrees and confirms as follows:

QUALIFICATION AND CONTINUING COMPLIANCE

1. **Qualification.** The Director meets all the legal requirements for serving as a director of Softball BC as set out in Softball BC’s bylaws (the “**Bylaws**”) and the BC Societies Act (the “**Act**”).
2. **Screening.** The Director will participate in any screening process or any evaluation and review process that Softball BC may establish with respect to assessing the Director’s ability to serve as a director of Softball BC.
3. **Investigations and Charges.** The Director will inform the Softball BC’s Board of Directors (the “**Board**”) of any pending charges, charges, or criminal investigation(s) involving the Director, with the Board having the right in its sole discretion to determine whether any pending charges, charges, or criminal investigation(s) pose an unacceptable risk to the safety and security of the Softball BC.
4. **Conflicts of Interest.** The Director will inform the Board of any actual or perceived conflicts of interest.
5. **Continuing Compliance.** The Director will immediately inform the Board of anything that might jeopardize the Director’s ongoing compliance or ability under the Bylaws or the Act to qualify as a director.

DUTIES

6. **Duty of Diligence.** The Director will:
 - a) act reasonably, prudently, and in good faith in the best interests of Softball BC and its members;
 - b) exercise the same level of care that a reasonable person with similar abilities, skills, and experience would exercise in similar circumstances;
 - c) act cautiously and try to anticipate the consequences of their decisions and actions;
 - d) act honestly and forthright; and
 - e) take reasonable steps to manage foreseeable risks.
7. **Duty of Loyalty.** The Director will:
 - a) prioritize the interests of Softball BC over any other interest, including the Director’s own personal interests, and not use one’s position as a Director to further private interests;

are

- b) disclose any conflicts of interest;
- c) act properly in disclosing a conflict of interest situation and not discuss, influence, or make decisions relating to that conflict;
- d) comply with Softball BC's privacy obligations;
- e) keep the Softball BC's business private and not discuss certain matters with people outside of the Softball BC without the prior approval of the Board; and
- f) support Board decisions even if the Director may not personally agree with the decisions and might not have voted to support them.

8. **Duty of Obedience.** The Director will:

- a) comply with the Softball BC's governing documents, including its articles, the Bylaws, and all policies and procedures (the "**Policies and Procedures**") adopted by the Softball BC;
- b) ensure the Softball BC's governing documents remain current and accurate; and
- c) comply with the Act and all external laws and rules that are applicable to Softball BC.

RESPONSIBILITIES

9. **Miscellaneous Responsibilities.** The Director will

General

- a) act as a member of any committee as appointed by the Board;
- b) keep all appropriate individuals and committees informed as required;
- c) perform such other duties as may from time to time be established by the Board;
- d) act in a manner that promotes a positive and professional public image;
- e) devote appropriate time and attention to the business and interests of Softball BC;

Meetings

- a) attend and properly prepare for meetings;
- b) provide all required reports to the Board in written form as required;
- c) ensure that minutes of meetings are kept and are accurate and correct;
- d) ensure that minutes of meetings reflect abstentions from votes, votes for and votes against motions;
- e) declare any real or perceived conflict of interest with respect to an issue when the issue first arises and not vote, participate in or influence the decision-making process;
- f) ensure any such disclosures of conflict are recorded in the meeting minutes;

Finances

- a) review regularly the financial reports of Softball BC;
- b) approve and monitor Softball BC's budget.
- c) ensure the performance and completion of an annual audit of Softball BC's finances;
- d) know who is authorized to sign cheques and for what amount;
- e) supervise the management and the disbursement of funds of Softball BC;
- f) comply with all Policies and Procedures applicable to financial matters;

Miscellaneous

are

- a) ensure that all contracts the Softball BC enters into are carefully reviewed by staff or, where material, by counsel;
- b) ensure Softball BC has clear human resources policies and ensure that staff evaluations are performed at least annually;
- c) ensure that all staff and volunteer positions have written job descriptions and agreements;
- d) ensure there are suitable screening measures in place for those staff and volunteer positions that involve interaction with youth or other vulnerable persons in unsupervised settings;
- e) review and adhere to Softball BC's Bylaws, Policies, and Procedures;
- f) update out-of-date Bylaws, Policies, and Procedures;
- g) ensure the Softball BC obtains adequate insurance and become familiar with Softball BC's insurance policies and the scope of their coverage.

* * * * *

The Director has sought or obtained, or has had the opportunity to seek and obtain, independent legal advice concerning the matters in this agreement and is signing this agreement knowingly and voluntarily.

Director

Date



BOARD MEMBER POSITION DESCRIPTION

Softball BC

Link to Mission: Softball BC's mission is to grow softball across British Columbia by supporting players, coaches, umpires, clubs and volunteers through inclusive pathways that develop people, strengthen communities, and inspire excellence. Members of the board continually inspire others to be involved. They are leaders in sport and the community, with a commitment to providing excellence at all levels of the organization.

Authority and Responsibility: Responsible to the Board of Directors through the President and to the membership by which they were elected. As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of Softball BC. Individual Board members have no authority to approve actions of the organization, direct staff, or speak on behalf of the organization, unless specifically authorized by the Board of Directors.

Requirements:

- Commitment to the mission, values and work of Softball BC
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and advocacy
- Willingness to serve on committees
- Attendance at board meetings
- Attendance at meetings of assigned committees
- Attendance at meetings of the members, including Annual General Meetings, Special Meetings or other meetings of the membership
- Support of events and special events of Softball BC
- Support of, and participation in, fundraising events
- Confidentiality is required for reports and discussions

Skills and Attributes:

- Strategic and/or visionary thinking
- Ability to work as part of a team
- Dedicated and committed to the mission of Softball BC
- Knowledgeable about Softball BC and the Canadian sport system
- Knowledge and understanding of Good Governance
- Discretion and Confidentiality
- Communication skills
- Zest for learning

Term: Directors are elected by the membership at the Annual General Meeting. Directors serve a three-year term. Directors may be released at the end of the elected term, by resigning or in accordance with Softball BC bylaws.

General Duties: A Director is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, strategy, finance, programs, personnel, and advocacy.

- Participate in the development of Softball BC's strategic plan and provide strategic oversight to Softball BC.
- Approve the Softball BC budget on an annual basis and provide fiduciary oversight to Softball BC, including ensuring compliance with regulations for all compliance bodies.
- Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
- Monitor all Board policies.
- Review the bylaws and policy manual, and recommend bylaws changes to the membership as needed.
- Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- Approve the hiring and release of the executive director, including the executive director's employment contract, based on the recommendations of the Finance and Human Resources Committee.
- Support and participate in the evaluation of the Executive Director.
- Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance Softball BC's mission.

Evaluation: The Board will conduct a collective evaluation annually, and Directors will participate in a self-evaluation of the Board's performance and their individual contributions.

Review Date and Approval Date: The Governance Committee reviews the Board Member Position Description annually to coincide with the completion of the Board of Directors Recruiting and Development Matrix review. Recommended changes are presented to the Board.

Approval Date:

Review Date:



PRESIDENT - POSITION DESCRIPTION

Softball BC

Link to Mission: Softball BC's mission is to grow softball across British Columbia by supporting players, coaches, umpires, clubs and volunteers through inclusive pathways that develop people, strengthen communities, and inspire excellence. The President continually works to ensure a full understanding of Softball BC and its importance in being stewards of the sport of softball in the province.

Authority and Responsibility: Responsible to the Membership through the Board of Directors.

Requirements:

- Commitment to the mission, values and work of Softball BC
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and advocacy
- Speak positively of Softball BC and assist in developing and maintaining positive relations among the board, committees and the softball community to enhance Softball BC's mission
- Is an active relationship builder and represents Softball BC at external events.
- Promotes Softball BC in the community
- Demonstrates loyalty, commitment and fiduciary responsibility to Softball BC

Skills and Attributes:

- Leadership qualities
- Strategic and/or visionary thinking
- Strong Communicator
- Good Facilitator
- Self-Awareness
- Networking Ability
- Connected in Community
- Dedicated and committed to the mission of Softball BC
- Knowledgeable about Softball BC and the Canadian sport system
- Knowledge and understanding of Good Governance
- Ability to conduct a meeting
- Ability to analyze and take risks
- Long term commitment to Softball BC

Term: The President is elected/appointed by the Board of Directors following the Annual General Meeting of the Membership. The President shall serve in the role for one year, with the option to be re-elected or reappointed in subsequent years.

General Duties: The President is fully informed on organizational matters and provides leadership in the Board's deliberations and decisions in matters of policy, strategy, finance, programs, personnel, and advocacy.

- Provides leadership to the Board by focusing the Board's activities on governance items and activities to support Softball BC's mission.
- Chairs all meetings of the Board, encouraging board members to participate in meetings, discussions and decision-making. Ensures that Board members have the information they need to make informed decisions.
- Chairs all meetings of the membership, including the Annual General Meeting, Special Meetings or other meetings of the members.
- Oversee the affairs and operations of Softball BC through the reporting relationship with the Executive Director.
- Ensures the review, monitoring and upkeep of the Softball BC Bylaws as a steward for the membership.
- Ensures the development, monitoring, review, and approval of all Softball BC policies.
- Ensures the board members are oriented, trained, evaluated and recognized for their contributions.
- Coordinate the planning of the Board's activities for the year ahead and plans for Softball BC's future. In this capacity, the President is responsible for ensuring that Softball BC maintains an ongoing planning process.
- In working with the Executive Director, prepares the agenda for all Board Meetings.
- Prepares and presents required reports at board meetings.
- Prepares and presents the required reports at members' meetings, including the Annual General Meeting.
- Ensures the Board's committees are organized annually and maintains contact with committee chairs, helping them stay on track, monitoring performance, and providing any additional support they may need.
- Serves as an ex officio member of all board committees.
- Ensures there is an evaluation process for Board members and the board as a whole.
- Participates in the selection and release of the Executive Director in consultation with Finance, Human Resources and Risk Management Committee.
- Ensures there is an evaluation process for the Executive Director.
- Act as a signing officer of Softball BC.

Evaluation: Self and by the board, annually, based on the performance of assigned Board requirements and duties.

Review Date and Approval Date: The Governance Committee reviews the President's Position Description annually to coincide with the completion of the Board of Directors Recruiting and Development Matrix review. Recommended changes are presented to the Board.

Approval Date:

Review Date:



VICE PRESIDENT - POSITION DESCRIPTION

Softball BC

Link to Mission: Softball BC's mission is to grow softball across British Columbia by supporting players, coaches, umpires, clubs and volunteers through inclusive pathways that develop people, strengthen communities, and inspire excellence. The Vice-President works closely with the President to ensure the effective governance of Softball BC and assumes the President's duties in their absence.

Authority and Responsibility: Responsible to the Board of Directors through the President.

Requirements:

- Commitment to the mission, values and work of Softball BC
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, personnel, and advocacy
- Speak positively of Softball BC and assist in developing and maintaining positive relations among the board, committees and the softball community to enhance Softball BC's mission
- Is an active relationship builder and represents Softball BC at external events.
- Promotes Softball BC in the community
- Demonstrates loyalty, commitment and fiduciary responsibility to Softball BC

Skills and Attributes:

- Leadership qualities
- Strategic and/or visionary thinking
- Strong Communicator
- Good Facilitator
- Self-Aware
- Networking Ability
- Connected in Community
- Dedicated and committed to the mission of Softball BC
- Knowledgeable about Softball BC and the Canadian sport system
- Knowledge and understanding of Good Governance
- Ability to conduct a meeting
- Ability to analyze and take risks
- Long-term Commitment to Softball BC

Term: Vice President is elected/appointed by the Board of Directors following the Annual General Meeting of the Membership. The Vice President shall serve in the role for one year, with the option to be re-elected or reappointed in subsequent years.

General Duties: The Vice President will shadow the President, learning the requirements of the position in preparation for assuming the Presidency.

- Chairs board meetings in the absence of the President
- Meets regularly with the President to discuss the work of the Board
- In the absence of the President, the Vice President has the authority to perform the duties of the President.
- May be assigned other work, projects, committees and task forces as determined by the Board of Directors.
- Act as a signing officer of Softball BC.

Evaluation: Self and by the board, annually, based on the performance of assigned Board requirements and duties.

Review Date and Approval Date: The Governance Committee reviews the Vice-President's Position Description annually to coincide with the completion of the Board of Directors Recruiting and Development Matrix review. Recommended changes are presented to the Board.

Approval Date:

Review Date:



TREASURER - POSITION DESCRIPTION

Softball BC

Link to Mission: Softball BC's mission is to grow softball across British Columbia by supporting players, coaches, umpires, clubs and volunteers through inclusive pathways that develop people, strengthen communities, and inspire excellence. The Treasurer ensures the organization's financial accountability to support fiscal responsibility and oversight.

Authority and Responsibility: Responsible to the Board of Directors through the President.

Requirements:

- Commitment to the work of Softball BC
- Knowledge and skills in finance as they relate to good governance and the fiduciary responsibilities of the board.
- Speak positively of Softball BC and assist in developing and maintaining positive relations among the board, committees and the softball community to enhance Softball BC's mission.
- Is an active relationship builder and represents Softball BC at external events
- Promotes Softball BC in the community
- Demonstrates loyalty, commitment and fiduciary responsibility to Softball BC

Skills and Attributes:

- Current knowledge of not-for-profit accounting practices
- Accounting designation
- Dedicated and committed to the mission of Softball BC
- Knowledgeable about Softball BC and the Canadian sport system
- Knowledge and understanding of Good Governance
- Long-term Commitment to Softball BC

Term: Treasurer is elected/appointed by the Board of Directors following the Annual General Meeting of the Membership. Treasurer shall serve in the role for one year with the ability to be re-elected or appointed in subsequent years.

General Duties: The Treasurer shall ensure financial oversight of Softball BC.

- Provides regular reports to the Board on the financial state of Softball BC that properly reflect the operating results and financial condition of the organization.
- Serves as Chair of the Finance and Human Resources Committee.
- Ensures current and acceptable financial policies, practices, accountabilities and controls are in place for Softball BC.
- Ensures the development, review and monitoring of all financial policies, financial control policies and procedures

- Provides oversight to the annual audit process and ensures financial reporting at the Annual General Meeting.
- Provides the Board with an annual budget for approval. Speaks for the budget in partnership with the Executive Director.
- Act as a signing officer of Softball BC.

Evaluation: Self and by the board, annually, based on the performance of assigned Board requirements and duties.

Review Date and Approval Date: The Governance Committee reviews the Treasurer's Position Description annually to coincide with the completion of the Board of Directors Recruiting and Development Matrix review. Recommended changes are presented to the Board.

Approval Date:

Review Date:



Tournament Sanctioning Working Group Terms of Reference

Purpose:

The Board of Directors directed staff to establish a working group to prepare a report containing recommendations to address the concerns identified by members as they pertain to the tournament scheduling process in BC, and to identify potential remedies.

The report is to be available to the Board of Directors no later than July 1, 2026.

Core Values for Guiding the Working Group:

The Nominations working group is guided by Softball BC's values, as stated in the strategic plan. The working group recognizes that the culture we set at the working group level should reflect the culture and expectations of Softball BC.

Key Duties:

The working group will perform the following key duties:

- Part A
 - Identify the current challenges related to tournament scheduling in BC and potential remedies.
- Part B
 - Based on the findings in Part A, create/ review the tournament scheduling process, which includes but is not limited to
 - Intake procedure and timeline,
 - procedure for identifying and resolving conflicts,
 - sanctions for non-compliance with established guidelines

Authority:

The working group will exercise its authority in accordance with the Bylaws and such additional provisions as set out in these Terms of Reference.

Composition:

Using the current list of tournament directors/organizers in BC, staff will call for volunteers to serve on the working group. The Softball BC Office will endeavour to select from the pool of volunteers five (5) to (7) candidates to form the working group. Staff will endeavour to ensure regional diversity in their selection of volunteers. The Chair of the working groups will be selected from among the volunteers. In the absence of a chair, the staff liaison to the working group will serve as chair.

Meetings:

The Council will meet by videoconference as required. The Chair will call meetings. The number of meetings will be determined by the work to be completed by the group. A quorum for a meeting requires at least 60% of voting members to be present.

Decisions will be made by a simple majority of the working group members present at the meeting. The Softball BC staff support representative does not have a vote.



Resources or Support:

The working group will receive the necessary resources from the Softball BC Office to fulfill its mandate.

Responsible to:

The working group reports to the Board of Directors through the assigned staff liaison.

Evaluation:

No evaluation will be required, as the working group will be disbanded once the Board has received the report.

Review and Approval of Terms of Reference:

No review of the terms of reference is required, as the working group will be disbanded once the Board has received the report.

Other:

All members of the working group shall be members in good standing of Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy and confidentiality.

Date of Approval: _____

Date of Review: _____



MOTION FAILED

NOTICE OF MOTION
Special Operating Rules Submitted by: BC Date: August 13, 2025
REFERENCE: (Section, page, article, number, etc.) Page 23. Article 13, item 3
WHEREAS (Article as currently written.) Umpire-in-Chief and Deputy Umpire-in-Chief working at a Western Canadian Championship will be paid a UIC/DUIC Fee of \$50.00 per day per person that they are on site. Each umpire will be paid a game fee of \$45.00 per person per game. Any Province/Territory Association that sends teams to a Western Canadian Championship but fails to send an umpire to that Championship will be assessed a fee of \$500.00 per incident. This fee will be forwarded to the WCSA who will then forward it to the host Province/Territory Associations.
BE IT RESOLVED THAT (Motion. State whether revision, addition, deletion)
REVISION Umpire-in-Chief and Deputy Umpire-in-Chief working at a Western Canadian Championship will be paid a UIC/DUIC Fee of \$50.00 per day per person that they are on site. Each umpire will be paid a game fee of \$45.00 per person per game. Any Province/Territory Association that sends teams to a Western Canadian Championship but fails to send an umpire to that Championship will be assessed a fee of \$1,500.00 per incident. This fee will be forwarded to the WCSA who will then forward it to the host Province/Territory Associations.
RATIONALE It is currently cheaper for an association to accept the penalty than send their umpire to a championship.
FINANCIAL IMPLICATIONS (Softball Canada, Provincial/Territorial, Individual)
\$1,000 increase per championship to any Province/Territory Association not sending an umpire.

MOTION FAILED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:	2026						
Submitted by: Softball BC							
TYPE:	FAST PITCH	X	SLO-PITCH		ORTHODOX		ALL
	Article 1		Letter: n/a		Number: n/a		
WHEREAS:	Article 1 should list ALL championship categories.						
ADD:	5. U20 Male FP 6. Women's FP 7. Men's FP 8. Master's FP 9. Coed SP						
	Our handbook is inconsistent as it pertains to clearly indicating the championships we aim to deliver.						

MOTION CARRIED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:	2026						
Submitted by: Softball BC							
TYPE:	FAST PITCH	X	SLO-PITCH		ORTHODOX		ALL
	Article 2		Letter: n/a		Number: n/a		
WHEREAS:	Clarify age restrictions for U13.						
ADD:	Delete: (All categories 'open' except) Add a new 1 and renumber the remaining sections. 1. U13 Male and Female: The Maximum age limit shall be under 13 years of age before January 1st of the current year.						
	Why exclude U13 from the list						

MOTION CARRIED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:							
Submitted by: Softball BC							
TYPE:	FAST PITCH	X	SLO-PITCH		ORTHODOX		ALL
Article 3			Letter: n/a		Number: 1		
WHEREAS:	Clarity if required as to when a fine for a late withdrawal is applied and where the funds will be allocated.						
ADD:	<p>2. Any Province/Territory whothat withdraws an entry in any Western Canadian Championship, after June 30th of the current year,</p> <p>a) Will be assessed a \$1,000.00 late withdrawal penalty if they are unable to find a replacement team from their P/T. which will be provided to the Host P/T. The funds are to be allocated to the HOST P/T.</p> <p>b) If the P/T who withdrew is unable to find a replacement team, the Host P/T will have 24 hours to find a replacement team.</p> <p>c) This penalty will be split by the hosting P/T and the WCSA. EFFECT: If the late withdrawal penalty is not received by the WCSA by October 1st of the current year, then the defaulting P/T will be ineligible to participate in the respective category the following year.</p> <p>b) Once the draw is complete and approved by the Draw Master and a team withdraws:</p> <p style="margin-left: 20px;">i) The P/T of the team withdrawing has 24 hours to find a replacement team;</p> <p style="margin-left: 20px;">ii) Then, the Host P/T has 24 hours, the 2nd option, to find a replacement team.</p> <p>e) If a team withdraws within one (1) week of the start of the Championship and no replacement team is found, the hosting P/T will receive the full amount of the penalty.</p>						
	Line one says the funds go to the HOST, while C adds a stipulation.						
	A late withdrawal by a province should automatically lead to a penalty fee, which is allocated to the host P/T.						

MOTION CARRIED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:							
Submitted by: Softball BC							
TYPE:	FAST PITCH		SLO-PITCH		ORTHODOX		ALL
Article 7		Letter: n/a		Number: 1			
WHEREAS:	typo						
ADD:	Fix the typo in medal in the last line of 7.1.						

MOTION CARRIED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:							
Submitted by: Softball BC							
TYPE:	FAST PITCH	X	SLO-PITCH		ORTHODOn/ a		ALL
Article 8		Letter: n/a		Number: 1			
WHEREAS:	Alignment with Softball Canada regulations is preferred						
ADD:	ARTICLE 8 – DRESS AND EQUIPMENT 1. Players must comply with the Softball Canada Regulations be in identical uniforms . The Western Canadian Supervisor, in consultation with the Tournament UIC, shall judge the acceptability of uniforms. Players unacceptably uninformed will be dealt with as follows: a) If possible, a player will be warned before a game about their appearance. b) A player participating in a game will be instructed to immediately correct the uniform deficiency. c) A player failing to correct the deficiency shall be ejected from the game. d) All players appearing on a game sheet must wear a uniform number on the back of their uniform. No number may be repeated. (Only whole numbers from 00 to 99 are permitted, a maximum of 2 digits). d) Coaches shall be respectfully dressed in similar colors to that of their team. 2. The Western Canadian Championships will use the same softballs as the Canadian Championships.						
	Avoid any misalignment with Softball Canada's uniform regulations.						

MOTION CARRIED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:							
Submitted by: Softball BC							
TYPE:	FAST PITCH	X	SLO-PITCH		ORTHODOn/ a		ALL
Article 10		Letter: n/a		Number: /a			
WHEREAS:	Wish to insure all P/T, Host and On-Site Supervisor received the draws.						
ADD:	<p>ARTICLE 10 – CHAMPIONSHIP DRAWS</p> <p>The WCSA Draw Master shall forward to each P/T Office, Host Chairperson and the WCSA Supervisor WCSA Board Member and each Host Chairperson/Supervisor, a copy of said draw 10 days before all Western Canadian Championships.</p> <p style="color: red;"><u>Amended Motion</u> The WCSA Draw Master shall work with each Hosting P/T Office to receive a draft of the draw, then review and forward the approved draw to each P/T Office 10 days before all Western Canadian Championships.</p>						
	Ensure all P/T, Host and On-Site Supervisor received the draws						

MOTION CARRIED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:	<input type="text"/>						
Submitted by: Softball BC							
TYPE:	FAST PITCH	<input type="checkbox"/>	SLO-PITCH	<input type="checkbox"/>	ORTHODOX	<input type="checkbox"/>	ALL
Article 11		Letter: n/a		Number: 3			
WHEREAS:	Flexibility is required to address extenuating circumstances						
ADD:	ARTICLE 11 3. Unless approved by the draw master , all final games are scheduled for 1:00 pm on the final day.						
	Provides some flexibility in the event a host is unable to start the final games at 1pm.						

MOTION CARRIED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:							
Submitted by: Softball BC							
TYPE:	FAST PITCH		SLO-PITCH		ORTHODOX		ALL
	Article 11		Letter:		Number: 10		
WHEREAS:	Wish to adhere to Softball Canada regulations						
ADD:	Replicate the Softball Canada rule as written in their regulation or simply reference Softball Canada (1.2.3 for Run ahead).						
	Consistency						

MOTION CARRIED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:							
Submitted by: Softball BC							
TYPE:	FAST PITCH	X	SLO-PITCH		ORTHODOx/a		ALL
Article 16		Letter: n/a		Number: 11			
WHEREAS:	Wish for clarity as to what happens with protest fees.						
ADD:	<p>11. All protests will be handled by the Protest Committee at the TIME OF THE PROTEST. Upon arrival of the Protest Committee, the protesting team will supply the Committee with a Protest Fee of \$250.00 (cash). Failure to do this will nullify the protest and the game shall continue immediately. If the protest is upheld, the fee will be returned after the game. If the protest is denied, the fee will be retained by the Host P/T, and the Supervisor will issue a receipt to the Coach who filed the protest.</p> <p style="color: red;">AMENDED MOTION</p> <p style="color: red;">11. All protests will be handled by the Protest Committee at the TIME OF THE PROTEST. Upon arrival of the Protest Committee, the protesting team will supply the Committee with a Protest Fee of \$250.00 (cash). Failure to do this will nullify the protest and the game shall continue immediately. If the protest is upheld, the fee will be returned after the game, otherwise the fee will be retained by the Host and the Supervisor will issue a receipt to the Coach who filed the protest.</p>						
	Clarify what happens to the protest fees						

MOTION CARRIED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:	2026						
Submitted by: Softball BC							
TYPE:	FAST PITCH	X	SLO-PITCH		ORTHODOX		ALL
	Article 17		Letter: n/a		Number: n/a		
WHEREAS:	Add in U13 no metal cleats are allowed. It's stated in the SC Rulebook 2.4.2f - but there was a question asked at last year's event.						
ADD:	3. Cleats Metal cleats are not in the U13 category.						
	Add in U13 no metal cleats are allowed. It's stated in the SC Rulebook 2.4.2f - but there was a question asked at last year's event.						

MOTION FAILED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:	<input type="text"/>						
Submitted by: Softball BC							
TYPE:	FAST PITCH		SLO-PITCH		ORTHODOX		ALL
	Article 17		Letter:		Number: 1 ii.		
WHEREAS:	Encourage participating U13						
ADD:	ARTICLE 17 – U13 SPECIAL OPERATING RULES 1. The Game i) Maximum of 5 runs or 3 outs for the offensive team. Once the 5th run is scored, all other runners are stranded. ii) Each player listed on the Official Player List line-up card must play a minimum of 2 innings per game (12 outs) by the end of the 4th inning in each game. In a run-ahead game, a team will not be penalized if not able to play all players. Violations of this rule will result in the Head coach being suspended for one (1) game.						
	If the idea is for all kids to play, the bat 9 play 9 goes against what this rule is there to represent. Coaches were just leaving kids off of the line up cards so they didn't have to play them. Defeats the purpose.						

MOTION FAILED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.							
PROPOSED RULE CHANGE FOR:							
Submitted by: Softball BC							
TYPE:	FAST PITCH		SLO-PITCH		ORTHODOX		ALL
	Article 17		Letter: n/a		Number: 1 i.		
WHEREAS:	Wish to create an opportunity for team to catch up.						
ADD:	ARTICLE 17 – U13 SPECIAL OPERATING RULES 1. The Game i) Maximum of 5 runs or 3 outs for the offensive team. Once the 5th run is scored, all other runners are stranded. A five-run maximum rule shall apply in half innings up to and including the 5th inning. Subsequent innings shall be open.						
	Teams are unable to catch up with those restrictions. Need an open inning or 2 so they have a chance. Games were lost due to teams not being able to continue after getting 5 runs later in the game. Too restrictive						

MOTION CARRIED

2026 NOTICE OF MOTION FORM

Please use full sentences. Type the change in its entirety, even if you are only adding one word.

PROPOSED RULE

CHANGE FOR:

Submitted by: Softball BC

TYPE:

FAST PITCH

X

SLO-PITCH

ORTHODOn/
α

ALL

Article 19

Letter: A

Number: 15

WHEREAS:

Medals and awards are covered in Article 7; we recommend deleting this section of Article 19.

ARTICLE 7 – AWARDS

1. The Association shall provide gold, silver, and bronze medallions for each Championship. No more than 20 shall be given to any team provided that the names of the individuals (receiving the medals) are duly registered on said team roster. (Masters FP and Coed SP shall be given NO MORE THAN 23 MEDALLIONS). All teams are encouraged to attend the medal presentations; however, the bronze medalists may request to receive their medals immediately following the bronze medal game.
2. The Host shall provide a Championship trophy/plaque to the winning team in each Western Canadian Championship.
3. In minor categories, the Host shall provide two (2) Player of the Game awards for each game in the round-robin.

Article 19 A

15. Will provide the following awards (trophies):

a) ADULT CATEGORIES:

- i) The winning teams must be issued a 'keeper' trophy/plaque supplied by the host committee.

b) MINOR CATEGORIES:

- i) A player of the game award for both teams in each game of the Championship.

ADD:

Delete item 15 from Article 19 OR refer to Article 7.

Information is redundant. Have awards in one location only.

MOTION CARRIED

2026 NOTICE OF MOTION FORM

PROPOSAL						
Please use full sentences. Type the change in its entirety even if you are only adding one word.						
PROPOSED RULE CHANGE FOR:	Dress and Equipment					
Submitted by: SOFTBALL ALBERTA						
TYPE:	FAST PITCH	X	SLO-PITCH		ALL	
	Article	8	Letter:		Number:	1
WHEREAS:	<p>Currently the rule states:</p> <p>Players must be in identical uniforms. The Western Canadian Supervisor, in consultation with the Tournament UIC, shall judge the acceptability of uniforms. Players unacceptably uninformed will be dealt with as follows:</p>					
ADD:	<p><i>Each team must have at least two sets of uniform tops (one dark coloured and one light coloured). The home team will wear their dark coloured uniform. The away team will wear their light coloured uniform.</i> Players must be in identical uniforms. The Western Canadian Supervisor, in consultation with the Tournament UIC, shall judge the acceptability of uniforms. Players unacceptably uninformed will be dealt with as follows:</p>					
	<p>Currently there is no requirement for teams attending WCSA Championships to have two sets of jerseys, but we feel as a post-provincial level of competition the uniform requirements should match the Softball Canada requirement. Worded in this manner the WC Supervisor and Tournament UIC have the discretion to deal with teams not appropriately equipped in the best way they see fit and not necessarily cause forfeiture of the affected game(s). Corresponding SC rule is Article 2 Section 2.7 a) iv)</p>					

MOTION CARRIED

2026 NOTICE OF MOTION FORM

PROPOSAL						
Please use full sentences. Type the change in its entirety even if you are only adding one word.						
PROPOSED RULE CHANGE FOR:			2026			
Submitted by: SOFTBALL ALBERTA						
TYPE:	FAST PITCH		SLO-PITCH		ALL	X
	Article		Letter:		Number:	
WHEREAS:	HOSTING STANDARDS					
ADD:	ARTICLE 20 – HOSTING STANDARDS					
	Be consistent with numbering in handbook					

MOTION CARRIED

2026 NOTICE OF MOTION FORM

PROPOSAL						
Please use full sentences. Type the change in its entirety even if you are only adding one word.						
PROPOSED RULE CHANGE FOR:	2026					
Submitted by: SOFTBALL ALBERTA						
TYPE:	FAST PITCH		SLO-PITCH		ALL	X
	Article	13	Letter:		Number:	3
WHEREAS:	<p>3. Umpire-in-Chief and Deputy Umpire-in-Chief working at a Western Canadian Championship will be paid a UIC/DUIC Fee of \$50.00 per day per person that they are on site. Each umpire will be paid a game fee of \$45.00 per person per game. Any Province/Territory Association that sends teams to a Western Canadian Championship but fails to send an umpire to that Championship will be assessed a fee of \$500.00 per incident. This fee will be forwarded to the WCSA who will then forward it to the host Province/Territory Associations.</p>					
ADD:	<p>Break out each segment to individual points</p> <p>3. Umpire-in-Chief and Deputy Umpire-in-Chief working at a Western Canadian Championship will be paid a UIC/DUIC Fee of \$50.00 per day per person that they are on site.</p> <p>4. Each umpire will be paid a game fee of \$45.00 per person per game.</p> <p>Existing section 4 and 5 become 5 and 6 respectively.</p> <p>Add 7. Any Province/Territory Association that sends teams to a Western Canadian Championship but fails to send an umpire to that Championship will be assessed a fee of \$500.00 per incident. This fee will be forwarded to the WCSA who will then forward it to the host Province/Territory Associations.</p>					
	<p>This section is 3 distinct pieces that should be separated for clarity of impact on the host and PSO's.</p>					

MOTION CARRIED

2026 NOTICE OF MOTION FORM

PROPOSAL						
Please use full sentences. Type the change in its entirety even if you are only adding one word.						
PROPOSED RULE CHANGE FOR:			2027			
Submitted by: SOFTBALL ALBERTA						
TYPE:	FAST PITCH		SLO-PITCH		ALL	X
	Article	13	Letter:		Number:	3
WHEREAS:	Umpire-in-Chief and Deputy Umpire-in-Chief working at a Western Canadian Championship will be paid a UIC/DUIC Fee of \$50.00 per day per person that they are on site.					
ADD:	Change to Umpire-in-Chief and Deputy Umpire-in-Chief working at a Western Canadian Championship will be paid a UIC/DUIC Fee of \$50.00 (2027 - \$100.00) per day per person that they are on site.					
	UIC's and DUIC's do a lot of work to get the umpires assigned to games and communicate with the officials prior to the championship. UIC's and DUIC's are responsible for doing evaluations on all traveling officials and in some cases for all officials that are attending. This would move more into line of what most provinces are charging at this time. Because contracts are already in place for the 2026 championships, the fee should not change until 2027.					

MOTION CARRIED

2026 NOTICE OF MOTION FORM

PROPOSAL						
Please use full sentences. Type the change in its entirety even if you are only adding one word.						
PROPOSED RULE CHANGE FOR:			2027			
Submitted by: SOFTBALL ALBERTA						
TYPE:	FAST PITCH		SLO-PITCH		ALL	X
	Article	13	Letter:		Number:	3 (4)
WHEREAS:	Each umpire will be paid a game fee of \$45.00 per person per game.					
ADD:	Change to Each umpire will be paid a game fee of \$45.00 (2027 - \$55.00) per person per game.					
	It is getting harder to get officials to attend these championships when they have other local tournaments going on the same weekend and get paid more money. Most Provinces are currently at a higher rate for their provincial championships. Because contracts are already in place for the 2026 championships, the game fee should not change until 2027.					

MOTION CARRIED

2026 NOTICE OF MOTION FORM

PROPOSAL						
Please use full sentences. Type the change in its entirety even if you are only adding one word.						
PROPOSED RULE CHANGE FOR:			2026			
Submitted by: SOFTBALL ALBERTA						
TYPE:	FAST PITCH		SLO-PITCH		ALL	X
	Article	13	Letter:		Number:	3 (7)
WHEREAS:	Any Province/Territory Association that sends teams to a Western Canadian Championship but fails to send an umpire to that Championship will be assessed a fee of \$500.00 per incident. This fee will be forwarded to the WCSA who will then forward it to the host Province/Territory Associations.					
ADD:	Change "fee" to "fine" Any Province/Territory Association that sends teams to a Western Canadian Championship but fails to send an umpire to that 23 Championship will be assessed a fine of \$500.00 per incident. This fine will be forwarded to the WCSA who will then forward it to the host Province/Territory Associations.					
	Change "fee" to "fine" for consistency with Part 9 – General Duties of Member Associations, Section a) 2 collection of fines.					