



2025 BOARD OF DIRECTOR NOMINATION FORM

Name of Person Nominated:

Position:

☐ Vice-President Central

☐ Vice-President South

☐ Treasurer

☐ Director

☐ Director

Nominated by:

Signature:

Seconded by:

Signature:

Short Biographical Sketch:

I hereby agree to let my name stand for Board of Directors:

SIGNATURE:

NAME:

All applications must be submitted electronically to executivedirector@nwtsoccer.ca no later than Friday, May 2, 2025 at 5:00 PM MST.

If you have any questions regarding this process please contact Melanie Thompson, Executive Director by email executivedirector@nwtsoccer.ca or by phone (867) 444-4833.

Responsibilities of the Board of Directors

- To maintain authority over, and responsibility for, the structures and operations of NWT Soccer
- To develop policies and strategies that guide NWT Soccer and provide direction for management
- To ensure there are sufficient and appropriate human and financial resources for NWT Soccer to accomplish its work
- To meet all legal requirements that pertain to NWT Soccer
- To remain attentive to the changing needs of NWT Soccer membership and key stakeholders
- To operate as a corporate body, speaking with one voice through formal motions adopted at its meetings.
- Accountability
- Planning
- Selection, Support and Evaluation of the Executive Director
- Financial Oversight and Development
- Board Governance and Development
- External Relations

Role of the Vice-Presidents

- To work closely with the President in providing leadership and direction for NWT Soccer.
- To perform his/her role and responsibilities as a Director of NWT Soccer.
- To perform the responsibilities of the President in the President's absence or inability to act.

Role of a Director

- To take every measure to ensure that NWT Soccer is governed effectively and, in particular that the Board of Directors carries out those responsibilities with which it is entrusted by NWT Soccer membership.
- To practice the standard of due diligence, loyalty, care and obedience that are required of a Director.
- To act at all times within the scope of the governing documents of NWT Soccer and always in recognition of the principle that the Board's role is to govern and management's role is operational.
- To contribute skills, knowledge, influence and other assets that allow NWT Soccer to carry forward with its priorities, plans and policies.
- To act honestly, in good faith, and in the best interests of NWT Soccer and not the interests of their particular Community and/or Region.
- Understands and meets the legal requirements and obligations of a Director.
- Understands the legal, regulatory, business, social and political environments in which NWT Soccer operates.
- Remains informed about the legislation under which NWT Soccer exists, and NWT Soccer's Articles, By-laws, mission, vision and policies as these pertain to the duties of a Director.
- Possesses a clear understanding of the governance structure of NWT Soccer.

- Keeps generally informed about the activities of NWT Soccer and the issues that affect NWT Soccer.
- Supports and abides by the majority decisions of the Board – except when there are reasonable grounds to believe that the Board has acted without full information or in a manner inconsistent with its fiduciary obligations; in such circumstances, to ask for a review of the decision.
- Respects and maintains the confidentiality of Board business and Board deliberations.
- Confines discussions of Board issues to Board meetings to avoid situations where decisions are made outside of the board room.
- Acts to develop and retain the trust of other Directors.
- Declares any apparent or real personal conflict of interest or loyalty in accordance with NWT Soccer's by-laws and policies and statutory requirements.
- Demonstrates high ethical standards and integrity as a Director of NWT Soccer.
- Plans time prior to Board/Committee meetings to review the meeting agenda and accompanying documents and thus be prepared to engage in an informed discussion on the matters before the Board/Committee.
- Participates in NWT Soccer events and activities when required.
- Respects NWT Soccer Board Meeting Rules and Procedures and Board Meeting Code of Conduct at all times.
- Asks questions when the information provided at a meeting is inadequate or the question before the meeting is unclear, and voices clearly and explicitly any opposition to a decision being considered at the meeting.
- Takes every measure to ensure that the Board remains attentive to NWT Soccer priorities and plans and informs the Executive Director of identified failures as these become apparent.
- Reads and understands NWT Soccer's financial statements and otherwise helps the Board fulfill its fiduciary responsibilities.
- Helps develop and maintain a spirit of collegiality and positive interpersonal relationships within the board.
- Contributes to the Board's evaluation of its performance.
- Contributes to the assessment of the Executive Director's performance.
- Never speaks for the Board of Directors or NWT Soccer unless authorized to do so.
- Confines communication with NWT Soccer staff to interchanges with the Executive Director at Board meetings, so that the lines of accountability within the Board and within the Executive Director remain clear, except when authorized by the Board.
- Fosters and promotes a positive image of the Board and NWT Soccer with its stakeholders and in the community.
- Represents NWT Soccer in the community effectively by focusing on NWT Soccer's accomplishments as well as its needs and challenges.