



# Fishers Soccer Club Policy and Procedure



## Section V. FSC Board of Directors Member Nomination and Election Policy

### 1.0 Request for Nominations.

Notice of requests for nominations for new members of the FSC Board of Directors shall be posted on the FSC website at least twenty-eight (28) days before the Annual General Meeting (AGM). The posting will specify both the required format for nominations and the application deadline.

### 2.0 Submission of Nominations.

Individuals who wish to nominate themselves for a position on the FSC Board of Directors shall submit their nomination via email to [nominations@fisherssc.org](mailto:nominations@fisherssc.org) or via US Mail to the following address:

Fishers Soccer Club  
Attention: Nominations Committee  
PO Box 129  
Fishers, IN 46038

### 2.1 Exception for Current Members of the Board of Directors.

Current members of the Board of Directors need not submit their names for consideration.

### 2.2 Timeframe for Submission of Nominations.

All nominations must be received at least fourteen (14) days prior to the AGM to be considered.

#### 2.2.1 Notification of Receipt of Nomination.

All individuals who submit their name for consideration shall be contacted by the Nominating Committee, established under Section 3.0, for the purposes of providing notification of receipt of the nomination and scheduling an interview.

### 2.3 Nominations Format.

All nominations for Members of the Board of Directors shall be submitted using the FSC Board of Directors Nomination Form. Each nomination shall also be accompanied by a brief cover letter.

### 3.0 Nominating Committee.

The Nominating Committee shall be comprised of three (3) individuals. These individuals shall be either:



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- Current Voting Members of the Board of Directors, or
- Past FSC President who is no longer serving on the Board.

A minimum of two (2) Members of the Nominating Committee shall be current Board Members. The President is eligible to serve as a member of this Committee.

### **3.1 Duties of the Nominating Committee.**

The Nominating Committee is responsible for:

- Communicating with current Board Members regarding intent and interests for the following year,
- Determining current needs within the Board of Directors,
- Reviewing the candidates' background and experience,
- Interviewing the candidates,
- Determining which candidates most satisfy the current needs within the Board of Directors, and
- Ensuring that the candidates meet qualification requirements.

After interviews with the candidates are completed, the Nominating Committee shall prepare a candidate summary document that lists:

- The name and address of each candidate,
- The names and age of each candidate's children that participate within the club,
- The background and interests of each of the candidates,
- Recommendations regarding which candidates should be considered for the Board of Directors,
- Possible positions and areas of responsibility for each potential new Member.
- Other relevant information.

### **4.0 Input from Members of the Board of Directors.**

The candidate summary document shall be circulated to all Voting Members of the Board of Directors at least seven (7) days prior to the AGM. Each Voting Board Member shall have the opportunity to review this document and have input regarding the suitability of each of the nominees. A Board Member who has comments or concerns regarding the possible candidates and/or potential areas of responsibility shall verbally communicate those concerns to a member of the Nominating Committee within two (2) days of date that the candidate summary was disseminated. The Nominating Committee shall consider all of these comments before preparing the final slate.

The Nominating Committee shall prepare the final slate and disseminate it to Voting Board Members at least two (2) days prior to the AGM.

### **5.0 Qualification Requirements.**



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All individuals considered for membership on the FSC Board of Directors shall meet the eligibility requirements specified in the club bylaws. Individuals who are considered for the position of President and Vice-President shall meet the specific qualification requirements that are attached to those offices.

### **6.0 Election.**

The Board of Directors shall elect, at the AGM, Members of the Board of Directors for the following year.

### **7.0 Notification of Election Results.**

All individuals who were nominated for the Board of Directors shall be contacted by the Nominating Committee, by no later than twenty-four (24) hours after the conclusion of the AGM, and informed regarding the outcome of the election.



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**Fishers Soccer Club Board of Directors  
Nomination Form**

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

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Email Address:** \_\_\_\_\_ **DoB:** \_\_\_\_\_

**Phone Numbers: (Home):** \_\_\_\_\_ **(Cell):** \_\_\_\_\_ **(Work):** \_\_\_\_\_

**Number of Years as a Resident of Fishers:** \_\_\_\_\_

**Names/Ages of Children Participating within FSC (current and past):**  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Background within FSC:**  
\_\_\_\_\_  
\_\_\_\_\_

**Volunteer Efforts within other Organizations:**  
\_\_\_\_\_  
\_\_\_\_\_

**Do any of your children play (or have played) for other soccer clubs? If so, please list age/gender/date/club affiliation and specify Travel or Rec.**

**Education:**  
\_\_\_\_\_

**Employment Background and Leadership Experience:**  
\_\_\_\_\_  
\_\_\_\_\_

**Interest in Serving on the FSC Board:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**  
1) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
2) Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

*To be completed by FSC Nominating Committee:*  
Date application was received: \_\_\_\_\_ Date nominee was contacted: \_\_\_\_\_  
Date of interview: \_\_\_\_\_ Other: \_\_\_\_\_