

**Saskatchewan Artistic Swimming
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November 18, 2020

To: Delegates to Saskatchewan Artistic Swimming Annual General Meeting
(Board of Directors, Committees, Judges and Club Presidents)

From: Lenore Lindquist, President

Re: **Annual General Meeting, Monday, November 30, 2020 7:00-8:30 pm**

Will be in held virtually using Zoom platform form your computer or phone.

Enclosed once again is the preliminary information for the 2020 Saskatchewan Artistic Swimming Annual General Meeting and a 'Reminder' of items that must be submitted.

1. Notice of Meeting & Schedule
2. AGM Agenda
3. 2019-20 Audited Financial Statement
4. Notices of Motion – NOTE: None were received

5. REMINDERS:

- Request for Reports from club contacts (must submit) currently have received only from Estevan Mermaids
 - Voting Delegate & AGM Registration form (must submit) currently have received only from Estevan Mermaids
 - Call for Nominations for positions on Board of Directors
 - Call for Nominations for committee chair positions
6. Responsibilities of Board of Directors

NOTE: A final notice will be circulated in advance of the AGM that will contain all reports and supporting documents as well as the Zoom connection information.

**Notice of Saskatchewan Artistic Swimming
2020 ANNUAL GENERAL MEETING
Monday November 30, 2020
SCHEDULE**

Welcome/Roll Call	-	7:00 pm
Preamble	-	7:10 -7:30 pm
- Saskatchewan Artistic Swimming Highlights/ Info Sharing		
Annual General Meeting	-	7:30 -8:30 pm
<p style="text-align: center;"><i>Note: The New Saskatchewan Artistic Swimming Board will be asked to remain for a brief 15 minutes on the call immediately follow AGM</i></p>		
Board Meeting	-	8:40 pm

Club Notice

Annual Reports for AGM Package

In preparation for the Annual General Meeting, each Club President/contact is asked to submit an annual report. If you wish a copy of your club's last year report for reference, please contact the Executive Director. To assist with this, we ask that you consider all or some of the following;

- Indicate highlights in the area of increasing participation at all levels in 2019-2020 (membership at rec and/or HP level, club development, competitions hosted or attended, LTAD, coaches, volunteers)
- Indicate highlights in the area of communications, best governance practices, financial sustainability and marketing strategies for 2019 – 2020. (web site, grants, athlete fees, pool costs, etc.)
- Indicate highlights in the area of partnership with internal and external stakeholders during 2019-2020. (club programming, joint grant applications, etc.)
- Concerns being experienced by your club
- Suggestions for or Request from Sask Artistic Swimming

Reports due by November 20, 2020 to allow for compiling and emailing of AGM packages to all attendees.

Please email your report to:

Email: ed@saskartisticswimming.ca

Thank You! We look forward to your participation at the AGM!

REMINDER: Attendance at the AGM is a requirement for your MAP funding. To ensure that you receive your grant, you must have one or more representatives in attendance.

**2020 Saskatchewan Artistic Swimming
Annual General Meeting
Voting Delegate & General Membership
Registration**

NOTE: Please refer to 'Club Voting Entitlement' for the number of votes your club will have. You are welcome to have more delegates at the AGM who would have a say however would not have a vote.

Name of Club: _____

Voting Delegates

1. _____
2. _____
3. _____

Please note that all voting delegates must be current members of Saskatchewan Artistic Swimming.

Other Attendees

1. _____
2. _____
3. _____

You MUST confirm your club's attendance by email to the Sask Artistic Swimming office prior to **November 20, 2020**. Email: ed@saskartisticswimming.ca

November 18, 2020

To: Club Presidents
Board Members
Committee Chairs
Committee Members
Judges
From: Kathleen Reynolds, Executive Director
Re: Nominations to the Board of Directors

Nominations are now being accepted for the Board of Directors of Saskatchewan Artistic Swimming. Directors will be elected for a 2-year term or 1-year term at the Annual General Meeting on Monday, November 30, 2020. Elected officers shall take office immediately following the meeting and hold office up to the Annual General Meeting which concludes their term. One of the most important volunteer commitments to the sport is serving on the Board of Directors. Saskatchewan Artistic Swimming needs dedicated volunteers as Board members. We would particularly urge all clubs to identify and nominate individuals who can make this contribution.

The Saskatchewan Artistic Swimming Board consists of a maximum 10 positions. Currently, there are a possible three (3) board members who could remain to complete their second year of their 2-year term. Adhering to our bylaws, there will be four (4) 2-year terms open for nomination. There 'could' be one additional 1-year terms available to fill a vacancy not filled this past year. Plus, we have the Athletes Rep position open which could be a 2-year or 1-year term. The past president position is vacant currently.

Although current board members may re-run, nominations are accepted for all open positions and voting used for final selection. **We urge all clubs to identify and nominate individuals who want to contribute to our sport.** Becoming a member of the Board of Directors ensures that the voices and needs of our membership throughout the province will be heard. Attached is a copy of the 'Responsibilities of Board Members.'

Anyone wishing to be a nominee or wishing to nominate a candidate, are asked to notify Kathleen, our Executive Director at ed@saskartisticswimming.ca as soon as possible.

Additionally, we are looking for individual interested in chairing any of the following committees for the 2020-21 season. We will approach all current chairs to confirm their interest in possibly returning however we are always looking for someone new to step forward for any committee. Those highlighted in yellow are already known to be vacant for the AGM.

President

- Human Resources Committee (auto filled by the President)
- Dispute Resolution Committee
- Sport Legacy Committee
- Nominations & Recognition Committee
- Admin Committee

VP Finance & Administration

Finance & Administration Committee (automatically filled by VP Finance)

VP Communications

Marketing Committee

Web Site Coordinator

Sponsorship Committee

VP Sport Development

High Performance Committee

Grassroots Committee

Adult/Masters Coordinator

Officials Committee

Coaching Committee

Rules Committee

Rules Leader

Competitions Committee

Scoring Coordinator

Responsibilities of Board Members

The Board of Directors may consist of a maximum 10 Directors including those elected to serve as Executive officers of the Association, the Past President, 4 members at large and an athlete's representative. The Board of Directors shall provide leadership and strategic direction for the Association. The Board is responsible for establishing the overall mandate and direction for the Association and ensuring the effective implementation of policies and programs.

Serving on the Board of Saskatchewan Artistic Swimming implies a commitment to actively work towards the development of the sport and the Association. This commitment would include the following responsibilities:

- to provide leadership and vision for the Association
- attend and actively participate in all meetings of the Board of Directors
- be actively involved in one or more committees
- represent the members' views and interests honestly and accurately remembering that a member of the Board represents the membership at large and not a particular club, interest group or program area and to act in the general interest of all members. The best way to ensure all members are adequately served is by ensuring that Sask Artistic Swimming develops policies and programs that are universally fair and objective.
- be informed about the background of issues in order to discuss them responsibly; stay informed of issues by regularly reading circulated information and questioning when appropriate
- know and understand the roles and responsibilities of the board, committee and staff members
- adequately prepare for meetings; review minutes of the last meeting, review reports for upcoming meetings, review policy and procedures manual as appropriate
- endorse collective decisions of the Board publicly (even if you may not share them personally), be a booster and not a complainer outside the Board
- insist on adequate preparation of the staff
- accept promotion or special assignments and projects only if the Board Member is confident that she/he will do well for the organization and have the time, interest and ability to undertake the task
- remember that a Board Member holds a position of trust and must maintain confidentiality in all matters relating to Board and Association business

Characteristics of a Good Board Member

Dedication. A Board member should be willing to give up some time on a regular basis.

Interest. Board members should have a desire to work at improving the programs and operations of Sask Artistic Swimming and the sport of artistic swimming.

Integrity. A good board member should be above suspicion of improprieties such as conflict of interest.

Discretion. A good board member will understand the importance of confidentiality in association matters and will behave accordingly.

Communication Ability. Board members need to be able to articulate their views clearly to others.

Common Sense. Board members need not have sport, financial or administrative experience or training. They do need the ability to make reasonable decisions based on clear thinking and an assessment of information provided to them.

Accountability. Board members must have enough faith in their decisions to be willing to be held legally and ethically accountable for them.

Suitability. A board functions best as a team. A good board member is one who can work well with other members.

Confidence. Board members should be confident enough to have their performance judged, by themselves and others.