



GOV Policy on Officer Appointments

(1) Purpose

- (1) (1) This policy is intended to establish a framework for the appointments and evaluations of the officers of Gay Ottawa Volleyball (GOV).

(2) Context

(2) (1) The GOV Board of Directors, being responsible for the management of the organization, appoints officers to conduct its day-to-day affairs. The Chair of the Board is the officer responsible for the leadership and coordination of the Board as a decision-making body with support from the Secretary to the Board. The executive officers, led by the President, are responsible for the operations and administration of the organization itself.

(3) Application

(3) (1) The requirements contained in this policy apply to officer positions named in section 4 of GOV By-law #1 and any officer position created by the GOV Board.

(4) Definitions

(4) (1) These terms carry the following definitions in the policy:

- a. "Board" means the Board of Directors of GOV.
- b. "By-laws" mean GOV By-law #1.
- c. "Chair" means the officer position of Chair of the Board of Directors;
- d. "Director" means a member of the Board.
- e. "Executive officer" means the officer positions of President, Vice-President (Operations), Vice-President (Finance), and Vice-President (Administration), or any executive officer position subsequently created by resolution of the Board.
- f. "Member" means a member of GOV as defined in the By-laws.

(5) Roles and Responsibilities

(5) (1) The Board is responsible for appointing officers in accordance with the By-laws and this policy and evaluating officer performance.

(5) (2) The Chair is responsible for:

- a. Leading the Board in the evaluation of the performance of executive officers and the applications of candidates for executive officer positions;

- b. Coordinating the search for prospective executive officers in collaboration with officers and directors; and
- c. Leading a panel of Directors to recommend candidates to the Board for appointment or re-appointment as executive officers.

(6) Chair

(6) (1) The Chair is appointed by the Board from among the Directors at the first board meeting following each Annual General Meeting.

(6) (2) The Chair's term of office is from the date of appointment until the first Board meeting following the next Annual Meeting, or until no longer a Director.

(6) (3) The Secretary of the Board will conduct the appointment process. Any Director may place the name of any currently serving Director into nomination for Chair, including their own. If there is more than one candidate nominated, the Secretary of the Board shall administer an election for Chair by secret ballot. Each candidate shall make a statement explaining their interest in the role prior to the vote. The candidate receiving the most votes shall be appointed as Chair.

(6) (4) If the office of Chair becomes vacant, the Board will appoint another Director as Chair until the first Board meeting following the next Annual Meeting of Members.

(6) (5) The following Order of Precedence shall determine which director will act as chair in the Chair's absence, or in the event of a vacancy until another chair is appointed at the next board meeting, or unless otherwise decided by the Board by resolution:

- a) The Director with the longest uninterrupted tenure according to the date on which they were first elected or appointed to the Board of Directors, beginning with the election of the Board of Directors in May 2018.
- b) Subsequently, each director by length of uninterrupted tenure, beginning with the election of the Board of Directors in May 2018.
- c) For directors with equivalent tenure, in alphabetical order by last name.

The Secretary to the Board will be responsible for maintaining and administering this Order of Precedence.

(7) Executive Officers

(7) (1) Executive officers are appointed by the Board to serve from June 1 to May 31 the following year. Officers are not required to be Directors or Members prior to appointment.

(7) (2) The Board shall review the performance of each executive officer and the requirements of each executive position each year by April 30. The purpose of this review is to gather performance feedback, highlight areas of opportunity, confirm requirements for each role, as well as decide whether to re-appoint each current officer. The Chair will advise officers of the outcome of board discussions and confirm their interest in continuing to serve as applicable.

(7) (3) Executive positions that need to be advertised will be posted publicly no later than May 1 each year and be open to applications for a minimum of two weeks.

(7) (4) Postings are to include the job description for each position and an application that requires candidates to explain their interest in the position, the experience and skills they bring to the role, and what they want to accomplish in the coming year. The Board may require any other information to be included in the posting or application.

(7) (5) The Chair will assemble a panel of Directors (minimum of three Directors, including the Chair) for the purpose of evaluating applications and prospective candidates in order to provide recommendations on appointments for Board approval.

(7) (6) The Board will meet by May 30 each year to determine executive officer appointments.

(8) Accountability

(8) (1) The Policy, Finance and Governance Committee is responsible for the implementation of this policy.



Tim Klodt, Chair of the Board

17 May 2021

Date



James Clemens, Secretary to the Board

17 May 2021

Date