



Election of Directors

Annual General Meeting | September 16, 2023 | Virtual

10:30 a.m. Online Registration | 11:00 a.m. Call to Order

1. Overview

The purpose of this document is to educate prospective candidates for election about the roles, responsibilities and commitment of a director of ACA so that candidates are informed about what is expected of them.

2. Application for Director

All individuals interested in becoming a director must complete the [Director Application Form](#) in full **no later than August 31, 2023**.

3. Election Process

If there are more qualified applicants than available positions, voting delegates will cast a vote through a secret ballot during the AGM. The results of the election will be made during the AGM.

4. Compensation

Directors do not receive compensation for acting in their capacity as directors. However, a director may be reimbursed for pre-approved expenses necessarily and reasonably incurred while engaged in the affairs of the ACA as per budget approval and Board policy.

5. Term Length

Directors serve two years per term and may be elected or appointed for up to three (3) consecutive terms.

6. Immediate Requirements of Incoming Directors

Successful candidates must:

- Meet all requirements of an ACA member as per ACA bylaws, policies and procedures.
- Review and be prepared to sign the ACA's Conflict of Interest form,
- Review and be prepared to sign the ACA's Confidentiality agreement,
- Complete the [online Governance course from Sport for Life](#) within four (4) weeks of being elected.
- Complete an onboarding process.



- Join a virtual meeting of the Board within thirty (30) days of the AGM to elect the Officers of the Board and conduct board business.

7. Sought-after Competencies

The board is looking to bring on directors who have current and relevant experience and expertise. In particular, individuals with the following skills are being sought:

- Experience in sponsorship and fundraising.
- Legal and regulatory experience.
- Board and Governance experience.
- Understanding of long-term athlete development.
- Availability during weekdays for meetings and collaboration.

8. Time Commitment

Directors must be available to commit eight (8) or more hours per month to ACA activities (not including event participation).

9. Board Meeting Attendance

The ACA Board holds approximately eight (8) meetings per year. Meetings are typically held virtually over lunch or in the late afternoon. Meetings run from one (1) to three (3) hours.

10. Additional Meeting + Event Attendance

Directors must plan to attend and assist with all ACA-related meetings and events for the entire length of the meeting and event, including the time before and after for setup and tear down. The Board or Executive Director may determine that not all directors are needed for specific events; however, all directors must be prepared to participate.

If a meeting or event is scheduled for when you are scheduled to work or be away, it is expected that you make arrangements to attend and participate in the ACA's meeting or event, regardless. This may require taking time off work, calling in from your location, hiring a sub to coach, etc. If you are employed, speak with your place of employment about your position and the time involved, as they may support you with volunteering. We understand that things can happen unexpectedly, if and when this occurs, you must notify the Executive Director of your potential absence from the work of the Board immediately.

Meetings and events that require directors' attendance include, but are not limited to:

- ACA's Annual General Meetings and Special Meetings of Members
- ACA's Strategic Planning Sessions
- ACA's Awards Gala



- ACA's Cheer Conference
- ACA's True North Cheer and Dance Championships
- ACA's Elementary/Junior High Zones
- ACA's Elementary/Junior High Provincials
- Cheer Canada's AGMs, special meetings and member meetings
- Cheer Canada's monthly PTSO Meetings
- Canadian Cheerleading Championships

11. Support

In addition to meeting and event attendance, directors will be asked to support one or more operational areas such as those listed below and chair or participate in committees and task forces to support the Executive Director. Please note that the titles and roles below are only examples at this time.

- **Education Director** - *Assist with in-person and online educational events.*
- **Membership Director** - *Assist with collecting, reviewing, and approving membership.*
- **Scholastic Director** - *Assist with the development of promotional information, policies, etc.*
- **All-Star Director** - *Assist with the development of promotional information, policies, etc.*
- **Athlete Director** - *Assist with the development of new programs and services for athletes.*
- **Sanctioned Event Director** - *Assist with the development and production of ACA competitions and policies surrounding sanctioned events.*

12. Board Composition

The Board consists of a minimum of seven (7) and a maximum of nine (9) directors as follows:

- Seven (7) directors are elected by the voting members.
- A minimum of five (5) directors must be Full Members.
- Up to two (2) directors may be Associate Members.
- The Board may appoint up to two (2) directors at any time making a Board of nine (9) directors.

No organization may have more than one of its members serving on the Board simultaneously.

13. Status of 2022/2023 Board

For 2023/2024:

- Two (2) Full Member directors are continuing (Kaylynn and Samantha).



- One (1) Full Member director (Lindsay) and one (1) Associate Member director (Christie) are running for a second term.
- Three (3) Full Member directors are not returning – have resigned or the maximum number of terms has expired (Shawna, Holly, Travis).
- There are five (5) board member positions open. Up to two (2) of these positions may be held by Associate Members.

First Name	Last Name	Program Type	Zone	Member Class(es)	Full Member Affiliation(s)	Associate Member Type	Associate Member Affiliation(s)	Appointment Year	Current Term (max 3) as of the AGM	Number of Years in Term (max 2 years per term) as of the AGM	Term End	2022/2023 Board Position
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CONTINUING

Kaylynn	McCormack	Scholastic & All-Star	Edmonton	All-Star Coach	Perfect Storm Athletics Sherwood Park	None	None	2018	3 of 3	1 of 2	2024	President
Samantha	Paradee	Scholastic & All-Star	South	Coach, Gym Owner	None	None	None	2022	1 of 3	1 of 2	2024	Vice President

RE-RUNNING

Lindsay	Morrison	All-Star	North West	Coach	Gymniks All-Stars	None	None	2021	1 of 3	2 of 2	2023	Director
Christie	Roethlingshoefer	NA	Edmonton	Judge	None	Individual	None	2021	1 of 3	2 of 2	2023	Director

RESIGNED OR MAX TERM EXPIRED

Shawna	Bayda	All-Star	Calgary	Coach and Gym Owner	Dynasty Cheer All Stars	None	None	2021	NA - Board Appointed for 1 year	NA - Board Appointed for 1 year	2023	Director
Holly	Elliott	Scholastic	North Central	Coach	Onoway Jr. & Sr. High School	None	None	2021	1 of 3	2 of 2	2023	Director
Travis	Pang	Scholastic	Edmonton	Coach	Millwoods Christian School	Business	Rock Solid Cheer	2017	3 of 3	2 of 2	2023	Secretary / Treasurer

Please review the **Board Roles + Responsibilities Guide** for additional information.