



Call for Nominations – 2026 Board of Directors

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Thank you for your interest in serving on the CDFGPA Board. These volunteer leadership roles guide the Association's mission, governance, and long-term sustainability. The Election will be held on Sunday, December 14, 2025, at the Main Clubhouse (11:00 AM–5:00 PM), as scheduled by the Board in October.

Available Positions (2026 Term)

Executive Officers

- President
- Vice President 1
- Vice President 2
- Treasurer
- Secretary

Directors

- Five (5) Director positions available

Role Descriptions and Expectations

President

Role: Serves as the Chief Executive Officer of the Association, chairs meetings of the Board and general membership, and ensures that operations align with the Association's Constitution, Bylaws, and Policies.

Expectations:

- Chairs and directs Association meetings and enforces rules and duties set by the Board.
- Serves as Chief Executive Officer, primary spokesperson, and supervisor of other directors/officers.
- Ex officio member of all committees, which means full committee member rights to attend, speak, make motions, and vote, unless a specific committee's terms of reference or a Board resolution limits that.
- CDFGPA Bylaw required member of the Finance Committee.



- The average time requirement for the President is 6 - 10 hours per week.

Eligibility:

- Must be a member in good standing for a minimum of one year (Bylaw Article 1, Section A, Part 1.4).
- Must have served at least two (2) years as a Board member.

Vice President 1

Role: Assists the President and assumes leadership duties in the President's absence.

Expectations:

- Assists with special projects, facility operations, or other delegated responsibilities.
- Assists with Director Leadership and prepares for future executive leadership roles.
- Leads assigned portfolios and provides general leadership to the Board and the organisation.
- Required to be a member of the Finance Committee (as per bylaw).
- The average time requirement for Vice President 1 is 4-6 hours per week.

Eligibility:

- Must be a member in good standing for a minimum of one year (Bylaw Article 1, Section A, Part 1.4).

Vice President 2

Role: Supports the President and Vice President 1, and assumes leadership duties if both are unavailable. Supports Vice President 1 and the President.

Expectations:

- Takes on projects and member liaison roles.
- Contributes to Board Member Leadership.
- Required to be a member of the Finance Committee (as per bylaw).
- The average time requirement for the Vice President 2 is 4-6 hours per week.



Eligibility:

- Must be a member in good standing for a minimum of one year (Bylaw Article 1, Section A, Part 1.4).

Treasurer

Role: Manages the financial affairs of the Association and ensures compliance with the BC Societies Act and Association bylaws.

Expectations:

- Oversees financial stewardship; works with staff and the Board to ensure accurate records and reporting.
- Keeps financial records/books as required by the Societies Act and renders financial statements when required.
- Ensures required remittances/reporting and claims of tax rebates; chairs the Finance Committee.
- Any Officer may be designated as a signing officer (as determined by the Association).
- The average time commitment for the Treasurer role is 6-10 hours per week.

Eligibility:

- Must be a member in good standing for a minimum of one year (Bylaw Article 1, Section A, Part 1.4).
- Must demonstrate financial competency and be familiar with accounting/bookkeeping principles.

Secretary

Role: Maintains the official records, correspondence, and minutes of the Association.

Expectations:

- Oversees records and Board documentation; ensures meeting minutes and notices are compliant and timely.
- Manages correspondence and records; issues notices for Association/Board meetings; keeps minutes.



- Holds custody of Association records (other than Financial records) and documents, and maintains secure files.
- Provides inspection/copies of records as required under the Societies Act and maintains a written log of inspections/requests.
- The average time commitment for the Secretary role is 6-10 hours per week.

Eligibility:

- Must be a member in good standing for a minimum of one year (Bylaw Article 1, Section A, Part 1.4).
- Must have the skills to take accurate meeting minutes and experience with confidential record storage.

Director (Five (5) positions)

Role: Serve as voting members of the Board, representing the general membership and contributing to the governance and oversight of the Association.

Expectations:

- Attend monthly Board and General Meetings.
- Participate in at least one committee.
- Support Association programs, events, and initiatives.
- Be prepared to attend monthly meetings of both the Board of Directors and the General.
- Keep Board meeting discussions confidential and support the Board's decisions.
- The average time commitment for Director roles is 4 - 6 hours per week.

Eligibility:

- Must be a member in good standing for a minimum of one year (Bylaw Article 1, Section A, Part 1.4).



General Nomination Eligibility Requirements

- Membership & tenure. The nominee must be a member in good standing and meet the Bylaw tenure rules: rejoining members may hold office after three months of valid membership, and new members may hold office after twelve (12) months. *(Voting rights for new/rejoining members begin after three (3) months.)*

Note: It is not a blanket rule that every nominee must have a twelve (12) month standing; the twelve (12) month threshold applies to new members only.

- Membership class limits. Junior/Associate/Corporate members (and Family dependents 17 and under) cannot hold office.
- Role prerequisites: A nominee for President must have served on the Board for a minimum of two (2) years.
- Members can only be nominated for one position per election.
- Members may be nominated by another member or may nominate themselves (self-nomination permitted), provided all eligibility rules are met.
- Consent & documentation: To appear on the ballot, all nominees (whether nominated in advance or by the floor) must declare in writing their consent and qualifications to act as an officer or director, in accordance with policy and procedures. *(If nominated from the floor, verbal consent is taken if present; written consent/qualifications must still be filed before the ballot is finalised.)*
- Term limits (for awareness). Officers may serve a maximum of two consecutive two-year terms; Directors may serve three consecutive two-year terms. Variances require member approval and must be rescinded if a fully qualified nominee is put forward for that role (Bylaw Article 4.6).

Nomination Ineligibility Due to Misconduct

A member may be declared ineligible to be nominated, elected, or appointed as a Director, Officer, or Committee Chair for a period not exceeding five (5) years if the Board has found them to have engaged in serious misconduct.

Misconduct may include, but is not limited to:

- Serious breach of fiduciary duty in any leadership position (Executive, Director or Chairperson)



- Unauthorised disclosure of confidential or in-camera information
- Harassment, bullying, or unsafe conduct
- Willful misrepresentation of Board decisions or Association policy by a board member or chairperson
- Conduct resulting in formal suspension or expulsion under the Association's bylaws or policy

Nomination Process

- To nominate an individual, email operations@courtenayfishandgame.org by Monday, November 3, 2025 (11:59 PM)
- Members can also nominate from the floor at the November General Meeting after the slate is presented.
- Members may be nominated by another member or may nominate themselves (self-nomination permitted), provided all eligibility rules are met.
- Candidates must file a short, qualifications-focused bio, provide a photo (if desired), and a signed Consent to Act.
- Vetting: the Nominations Committee will verify good standing, class/tenure thresholds, role prerequisites (e.g., President's two-year service), the one-position rule, and agreement to the Election Campaign Communication commitment, which requires nominees to conduct their campaigns respectfully and fairly.
- Close of nominations: upon adjournment of the November General Meeting; no nominations accepted thereafter.

Submit nominations to the Nominations Committee **by 11:59 PM on Monday, November 3rd 2025**. Nominations will be accepted via email at operations@courtenayfishandgame.org. All candidates will be vetted in accordance with the CDFGPA Bylaws and Nomination Policy and procedures to ensure eligibility. Nominations will close following the November General Meeting, and elections will take place on **December 14th, 2025**.