



FORT SASKATCHEWAN MINOR SPORTS ASSOCIATION

TITLE: BOARD RESPONSIBILITIES

POLICY #: 4140

Created: August 14, 2017

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Approved: October 20, 2025

Ver no.	Effective Date	Significant Changes
		4.7, 4.8, 4.9 added to policy from the bylaws

1.0 Purpose

To outline the responsibilities and expectations for the Fort Saskatchewan Minor Sports Association (FSMSA) Board of Directors as a whole.

2.0 Scope

This policy applies only to the elected members and Minor Sports representatives of the FSMSA Board of Directors.

3.0 Terms

FSMSA Board of Directors – The governing body of the FSMSA that is staffed by volunteers and responsible for overseeing administrative affairs, maintaining integrity, and protecting the interests of its members. It consists of a President, a 1st Vice President, a 2nd Vice President, a Secretary, a Treasurer, Directors-at-Large and a representative of each Minor Sport program under the umbrella of the FSMSA. The FSMSA may add other positions as members at large on an ad hoc basis.

Past President – A former President of the FSMSA Board of Directors who has served all of his or her eligible terms. The Past President can serve in an advisory capacity for a single one-year term.

4.0 Policy

- 4.1 The FSMSA Board of Directors assumes its role and responsibilities with the goal of open and transparent decision-making and accountability to its members through the Bylaws of the FSMSA, and by adhering to said Bylaws.
- 4.2 All decisions of the FSMSA Board, including final staffing decisions, are made collaboratively.
- 4.3 In special circumstances, the positions of Secretary and Treasurer may be combined.
- 4.4 The Past President of the FSMSA Board of Directors shall serve as a non-voting member of the Board and act in an advisory capacity.
- 4.5 Any member of the FSMSA Board, with the exception of the Past President, can become an authorized signing party for the banking and business matters of the FSMSA through a motion and majority vote at any regular FSMSA Board meeting.



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- 4.6 The FSMSA Board shall meet regularly as determined by the FSMSA President. All members of the Board are expected to attend. Fines or penalties may be levied against any Minor Sport for lack of representation at the minimum number of meetings as determined by the FSMSA Board.
- 4.7 All members of the FSMSA Board are eligible to vote at any meeting of the Board. A member of the Board who is unable to attend a meeting of the Board may express in writing their thoughts on any motion or subject to be put forward either by proxy vote or by substitute sport committee member.
- 4.8 From time to time, the Board may create new Director at Large positions for the FSMSA Board or reduce existing Director at Large positions, subject to the approval of a simple majority of 50% plus one of the total attendees of any meeting of the Board.
- 4.9 Any member of the FSMSA Board who fails to attend three consecutive meetings of the Board without notice of intent to miss the meeting will be deemed to have resigned, and the position considered vacant.