



Meridian Soccer Association

Information & Discussion Session – Volunteer Roles & Governance

Date: January 8, 2026

Time: 7:05 pm

Location: Lakeland College – Alan Markin Room

Note: This meeting was held for information and discussion purposes only. No decisions were made, and no motions were passed.

Attendees:

- Wendy Wagner
- Deanna Larson
- Dawn Janzen
- Katherine Dubeau
- Tara Rindflesch
- Chantelle Lefebvre
- Doyle Church
- Kevin Wagner
- Chris Nash

1. Call to Order & Purpose of Meeting

The meeting was called to order at 7:05 pm.

The President explained that the meeting was informational only and not a decision-making meeting. The purpose was to:

- be transparent about current board capacity,
- discuss evolving governance and compliance requirements (SSA, Safe Sport, club licensing), and
- begin conversations about volunteer and board roles needed to support the club moving forward.

It was noted that all formal decisions and elections must occur at the Annual General Meeting (AGM), anticipated for late February 2026.

2. Board Capacity & Continuity

It was shared that:



- Meridian Soccer currently has four board members.
- Several current board members have indicated they will not be returning after the upcoming AGM.

- Some departing board members are not available to shadow incoming volunteers.
- Without additional volunteers stepping forward, club operations and the outdoor season are at risk.

The importance of knowledge transfer and shadowing, where possible, was emphasized to avoid disruption to programming.

3. Changing Governance & Compliance Requirements

Discussion highlighted that:

- Soccer governance requirements have increased significantly in recent years.
- Compliance areas include:
 - Saskatchewan Soccer Association (SSA) membership and club licensing
 - Safe Sport policies
 - Coach education and certification tracking
 - Criminal record checks
 - Tournament permitting and approvals
- These requirements are time-sensitive and ongoing, and failure to meet them could put the Club at risk for not meeting the Club Licensing requirements.

It was noted that the current structure places too much operational and compliance burden on too few individuals.

4. Proposed Governance & Volunteer Roles (Discussion Only)

Several potential roles were discussed for consideration at the AGM. These were presented as concepts only, open to refinement and feedback:

Proposed / Expanded Roles

- **Director of Governance & Compliance**



- Oversight of SSA compliance, Safe Sport, club licensing, and policy review cycles.
- **Director of Finance & Risk**
 - Oversight of fundraising compliance, sponsorship limits, financial risk, and policy alignment.
- **Media & Communications**
 - Potentially split into:
 - Member communications
 - Website and social media
- **Fundraising & Events**
 - Potential separation of strategic fundraising and event coordination.
- **Equipment Directors (2 positions)**
 - Inventory management, ordering, distribution, lifecycle planning, and grant coordination.

Operational / Administrative Support (Discussion)

- Club Administrator / Operations Coordinator (paid position discussed)
- Bookkeeping / financial processing support (separate from Treasurer role/paid position)

It was noted that many of these roles require specific skill sets, and not all volunteers need to be parents of current players.

5. Importance of Delegation & Sustainability

General discussion emphasized that:

- The club cannot sustainably operate with a small number of individuals carrying all responsibilities.
- Clear role definitions, shared workload, and accountability are essential.



- The group discussed that volunteer turnover has occurred when roles required more time or capacity than initially anticipated. Establishing clearer role descriptions and time expectations in advance was identified as key to ensuring sustainable volunteer engagement.

6. Communication & Next Steps

It was discussed that:

- A follow-up information session may be held to continue conversations and attract additional volunteers.
- Managers and coaches may help circulate information to encourage attendance.
- High-level role information may be shared publicly, with flexibility to adjust responsibilities as needed.
- Feedback from members is encouraged before final proposals are brought to the AGM.

7. Adjournment

The meeting concluded at 8:27 pm following open discussion and questions.

No motions were made, and no decisions were taken.