

Proposed Bylaw Amendment Template

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Article: 11 Professional Staff

Date: October 12, 2022

Current Bylaw
<p>11 There shall be a General Manager who shall be hired by the Board of Directors. Remuneration and terms of employment will be decided by the Board of Directors and he/she shall have such duties as Prescribed by the Board. The General Manger shall be responsible for any other staff.</p>
Proposed Bylaw
<p><u>11. The Executive Director</u></p> <p>11.1 There shall be an Executive Director who shall be hired by the Board of Directors.</p> <p>11.2 The Executive Director reports directly to the President and Treasurer of the Association.</p> <p>11.3 The Executive Director acts as an advisor to the Board and to all Board Committees. The Executive Director does not have a vote at any meeting.</p> <p>11.4 The Executive Director acts as the administrative Officer of the Board in</p> <ul style="list-style-type: none">a) Attending Board and other meetings as required,b) Hiring, supervising, evaluating, and releasing all other paid staff or contract workers,c) Creating and implementing staff policies and procedures as aligned with Board Policiesd) Interpreting and applying the Board’s Policies,e) Ensures that a record of names and addresses of all Members of the Association is kept,f) Ensures that the Annual Returns, changes in Directors of the Association, Amendments to the Bylaws of the Association and other incorporating documents are filed with Corporate Registries of the Alberta Government.g) Keeping the Board informed about the affairs of the Association,h) Maintaining the Association’s books in conjunction with the Treasurer,i) Preparing budgets for the Board’s approval,j) Planning programs and services based on the Association’s priorities, andk) Carrying out other duties as assigned by the Board.

Approved by LSA Board on October 12, 2022

Rationale

To update the bylaws as Lethbridge Soccer no longer hires a General Manager and to update the duties for the Executive Director.