

Backgrounder for 2014 CSFFA Board Recruitment

Organization Status

CSFFA became a federally incorporated nonprofit in 2010. An Aurora Awards Committee without corporate status or bylaws previously ran the Aurora Awards. On December 19, 2013, CSFFA received its Certificate of Continuance under the new Canada Not-for-Profit Corporations Act. Members approved new Articles and Bylaws on October 5, 2013.

CSFFA has a membership open to all Canadians (citizens or permanent residents). CSFFA is a democratic organization accountable to, and held accountable by, Canadian fandom. The large membership also serves as the jury for the awards and the source of nominations for the ballot.

Governance Approach

The Board of Directors sets direction for, and oversees, committees and officers. Committees have approved Terms of Reference. It develops public Rules for the awards, and standards for activities such as Convention bids. Board members serve as officers, committee chairs and committee members of both board and working committees since there are no staff members. Non-board members can serve on committees. All Board members sit on at least one committee and/or hold an officer role. All directors must sign the Code of Conduct for directors and send it to the President.

Board meetings are usually held monthly using an Internet chat site, and last up to two hours. A high-speed connection is highly desirable. The current schedule is the last Monday evening of each month. Long documents are sent in advance, and there are active online private board discussions between meetings. The Board meets in person only at Convention. Conventions alternate between Eastern and Western Canada, and are chosen by CSFFA members from bids made by ongoing fan-run conventions. There are no funds to pay travel expenses.

Committees meet virtually and determine their own processes. The current ones are Archives, Audit, Aurora Awards, Boréal Liaison, Governance, Hall of Fame, Publicity, Voter Package and Web Site.

CSFFA has a board profile document to help candidates understand what attributes, experience and skills were desired and see how candidates fit the profile. A summary of the director profiles helps CSFFA identify the most significant gaps.

Planning

CSFFA has approved a Strategic Plan for 2012-14. CSFFA approves an approved Budget each year and operates within budget. There is an operational reserve. Committees are expected to do their own annual planning.

Oversight

The Board receives monthly updates from the President, Treasurer and active committees, and will be monitoring Strategic Plan implementation. An independent CA does an annual financial review and prepares financial statements for board review and member approval. The Treasurer and Secretary maintain government filings. Members are given updates on other activities at the Annual General Meetings, and also have and use opportunities to comment on CSFFA activities on social media sites.