



**Saskatchewan  
Archaeological  
Society**

1-1730 Quebec Avenue  
Saskatoon, SK  
S7K 1V9

**Phone** 306.664.4124  
**Email** General@TheSAS.ca  
**Website** www.TheSAS.ca

## **Saskatchewan Archaeological Society Nomination Package**

### **1.0 Nomination Form for Board of Directors**

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Board Position: \_\_\_\_\_ Nominator (if applicable): \_\_\_\_\_

To be completed by the nominee:

1. I am willing to support and follow the Saskatchewan Archaeological Society's Bylaws and Policies (provided). **yes no**

2. I have read and accepted the Saskatchewan Archaeological Society's mission, purpose, and values, attached. **yes no**

3. I am prepared to participate fully as a member of the Board, and in the work of the Board that includes: attending Board meetings, orientation sessions, annual general and other membership meetings, and committee work. An outline of expectations and time commitments is attached. **yes no**

4. I am or am willing to become a member of the Saskatchewan Archaeological Society, as only members in good standing are eligible to serve on the Board of Directors.  
**yes no**

5. Please provide a brief biography (250-500 words), highlighting your work or volunteer experiences, your heritage interests, and any skills that you can bring to the Board. Tell us how you feel these will contribute to the Saskatchewan Archaeological Society's vision and mission. This information, along with a photo, will be published in the February issue of Saskatchewan Archaeology Quarterly, our member magazine, as a means of introducing prospective board members to the membership in advance of the Annual General Meeting held in April each year. It will also be provided to the members at the Annual General Meeting for the election process.

I agree to stand as a candidate for election to the Saskatchewan Archaeological Society Board of Directors for a two-year term.

\_\_\_\_\_  
Nominee Signature

\_\_\_\_\_  
Date



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## **Saskatchewan Archaeological Society's Mission, Purpose, and Values**

**Our Mission:** Connecting Saskatchewan's past to you.

**Our Purpose:** We support people in physical and cultural communities in stewarding archaeological heritage for our collective wellbeing.

**Our Core Values:** These principles guide our work and interactions with those we serve and with each other

**READI** (Reconciliation, Equity, Accessibility, Diversity, and Inclusion) are fundamental to what we do and why the SAS exists. We value the diverse cultures of this province and honor their ways of knowing and being. We strive to make information and resources widely available to different people and in different ways. We are committed to moving forward together in reconciliation with Indigenous peoples.

**Good Governance:** We are committed to robust, evidence-informed decision-making and sound stewardship of our purpose and all of our resources.

### **Our Strategic Pillars:**

1. Organizational Excellence: Responsive, well-resourced, relevant organization

#### Goals

- Financial Sustainability
- Refine Programs and Services
- Refine Governance Policies & Organizational Structure

2. Engagement: Creative & Inspiring

#### Goals

- Engaged and More Diverse Membership
- Respectful and Strong Partnerships
- Increased Public Awareness and Support

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## **Saskatchewan Archaeological Society Board Member Expectations and Time Commitment**

**Board Member Role:** Board members are expected to serve the SAS interests and responsibilities so that the good reputation and effectiveness of the Society's work on behalf of archaeological heritage is furthered. The Board provides leadership and direction of the organization. It defines its purpose by establishing the mission, vision, and strategic directions. The Board governs the affairs of the SAS on behalf of its members, stakeholders, and moral owners. *Governance is the process of providing strategic leadership to a non-profit organization. It entails the functions of setting direction, making policy and strategy decisions, overseeing, and monitoring organizational performance, and ensuring overall accountability.*

**Expectations:** Board members are expected to execute the three primary duties of a Board Member.

*Duty of Care:* Act prudently and in the best interest of the organization. Exercise the same level of care that a reasonable person with similar abilities, skills and experience would, and be well informed about the activities and finances of the organization.

*Duty of Loyalty:* Put the interests of the organization over others, including personal interests. Avoid conflict of interest situations and maintain confidentiality. Act as one entity and support board decisions regardless of personal feelings or opinions.

*Duty of Obedience:* Comply with governing documents and ensure staff and committees do as well. Ensure governing documents remain current and accurate. Obey external laws and ensure the organization is compliant with statutory rules and regulations.

Board members are expected to attend Board meetings or send regrets if unable to attend. Terms are for 2 years and there is a 3-term maximum. They are expected to serve on at least one committee, often as Chair, and participate in other required work of the Board including the Annual General Meeting, strategy sessions, training, development, etc.

*Great Board members are the key to a successful organization. They bring passion for the cause, are eager to participate, express their ideas, are curious to learn more, and have a desire for stewardship and service.* <https://boardable.com/blog/nonprofit-board-members/>

*The SAS values the diverse knowledge, skills, and past work, volunteer and life experience each Board member brings to the organization. An effective Board is greater than the sum of its parts!*



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**Board Meetings:** The SAS has six board meetings per year (two in person on Saturdays, and four online on weekday evenings). Board meetings historically have been at the SAS office in Saskatoon but more recently have been via Zoom. An information package is distributed approximately one week in advance of the meeting and Board members are expected to review the package prior to the meeting. Meetings last between 5-8 hours each with a total time commitment of **20-32 hours**.

**Board Orientation:** The first Board meeting takes place immediately following the Annual General Meeting. This meeting is designed as a Board Orientation for all Board members. This is an opportunity for returning and new members to get to know one another and for all Board members to gain an understanding of the organization and its governance. The length of time for this session is about **1-2 hours**.

**Annual General Meeting:** The Annual General Meeting is usually held in conjunction with the Annual Gathering in mid to late April. The fiscal year end is December 31 and holding the AGM within six months of fiscal year end is necessary in order to comply with legislation. The AGM is required, as per the Corporations Act, to report to the membership on the organization's past year, present the audited financial statement, and to elect Officers. Board members are expected to attend or send their regrets. The AGM is about **1-2 hours**.

**Committee Member:** The SAS has several committees, both governance and operational. The Executive committee is comprised of the SAS Executive (President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and one other Board member) as per SAS Policy Fifteen. All other committees, with the exception of nominations, is appointed by the President at the first opportunity following the AGM. The Nominations Committee is appointed by the Board. Board members are expected to serve on at least one committee. The tasks and time spent on these committees varies to the task and varies from less than **5 hours** to **over 20 hours**.

**Committee Chairs:** To ensure linkage between the Board and Committees, Board members usually serve as Chairs of the committees. This involves facilitating the meetings, providing quarterly Board reports, and submitting an Annual Report. The time spent varies depending on the committee but is estimated to be an additional **4-8 hours**.

**Other Board Work:** Board members are expected to engage in additional work when required. This might include participating in strategic planning, participating in learning opportunities, facilitating member or stakeholder engagements, or serving on a subcommittee or working group. Tasks and time commitments vary greatly and can be from a less than **5 hours** to **over 20 hours** depending on the situation.

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