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## 2020 Call for Applications to the Skate Canada Board of Directors

**From:** Brenda Hart, Nominating Sub-committee Chair

**Date:** January 17, 2020

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Would you like to be part of a dynamic and engaged policy board with one of the premier National Sport Organizations in the World? Skate Canada, the national sport body for figure and synchronized skating in Canada, is seeking individuals to share their skills, talents and passion to serve on the Board of Directors. Skate Canada is a grassroots organization with elite sport exposure serving over 188,000 registrants, 1,100 member clubs, over 10,000 supporting volunteers and 5,800 professionally qualified coaches.

The Nominating Sub-Committee (NSC) is seeking prospective candidates for the Skate Canada Board of Directors. The Skate Canada Board, comprised of an elected President and up to twelve directors, is accountable to the association's membership for providing competent, conscientious and effective fulfillment of the Board's three primary roles - setting direction, strategic planning, and monitoring and evaluation. Elections will take place at the 2020 Annual General Meeting (AGM) to be held on Saturday, May 30, 2020 in Moncton, New Brunswick.

### Available Positions on the Board of Directors for the two-year term of 2020-2022:

Current members of the Skate Canada Board of Directors and national committees, Skate Canada coaches, interested Skate Canada registrants who are in good standing, and other interested individuals are invited to submit their application for the following 6 (six) board positions which will be elected at the 2020 AGM:

- Regional Director West – 2-year term of office (*see eligibility criteria below*)
- Regional Director Quebec – 2-year term of office (*see eligibility criteria below*)
- Director Coach – 2-year term of office (*see eligibility criteria below*)
- Director at Large – 2-year term of office
- Director at Large – 2-year term of office
- Director at Large – 2-year term of office

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The role of the NSC is to ensure that there is a full slate of candidates, as a minimum, for election at the AGM. The NSC will review the skill sets of the applicants against the established skill set requirements and recommend those applicants who meet the requirements. Recommendations will not be limited to the number of positions available; rather, all applicants who meet the skill set requirements will be supported by the NSC and put forward as election candidates.

**Eligibility Criteria for Regional Directors (West/Quebec):** Individuals seeking to run for a Regional Director position must meet the following eligibility criteria:

Candidates are restricted to persons who are registrants in good standing and a resident in the relevant Sections:

- West** – British Columbia/Yukon, Alberta/NWT/Nunavut, Saskatchewan and Manitoba
- Quebec**

**Additional Criteria for Regional Directors - "Recent and Significant experience at the Section and/or Club Board.":**

- Recent is defined as within the past 3 years
- Significant experience is defined as involvement in a number of aspects of the club/section board such as Skating Programs, Club Development, Marketing & Sponsorship, and/or Coach & Official Development.

**Eligibility Criterion for Director Coach:** Individuals seeking to run for the Director Coach position must meet the following eligibility criterion:

- Candidates are restricted to persons who are Registered Professional Coaches in good standing.

An information package has been developed for prospective applicants and will serve to provide an overview of the Governance Structure of Skate Canada and to outline the role and expectations of Directors. The package includes:

- Skate Canada Board of Directors Skills and Competency Requirements
- Skate Canada Board of Directors and Chairs Job Descriptions

### **Application**

Interested applicants are required to submit/complete the following information:

- Skate Canada Board of Directors [online application form](#)**

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- Head shot photo**  
This picture is to be uploaded when completing the on-line application.
- Three letters of reference**  
Applicants who are not current Skate Canada board members are required to submit three letters of reference (produced within the last 12-months) in support of their application directly to Denise Edwards at [dedwards@skatecanada.ca](mailto:dedwards@skatecanada.ca).
- Skate Canada – Confirmation to Act as a Director Form**  
All applicants are required to sign the “Skate Canada Confirmation to Act as A Director” form and to submit the signed form directly to Denise Edwards at [dedwards@skatecanada.ca](mailto:dedwards@skatecanada.ca) (form posted to the 2020 Board of Directors Elections webpage)
- Notification to Section Chairs**  
As a matter of courtesy, all applicants should notify their Section Chair of their intent to run for the Board.

**All parts of the application, including photos, letters of reference, and the signed ‘Skate Canada Confirmation to Act as a Director’ Form must be submitted by March 16, 2020.**

## Candidate Initiatives

**2020 Skate Canada Nominating Report Book:** Candidates who are supported by the NSC will have the contents of their application and their photo published in the online 2020 Skate Canada Nominating Report Book, which will be visible to all Skate Canada registrants/members.

**Meet the Candidates Session:** A “Meet the Candidates Session” will be held during the 2020 Skate Canada Ice Summit and prior to the AGM elections. Candidates who are supported by the NSC are invited to attend the session in person. The travel and accommodation costs associated with attending the session shall be borne by the candidate. Only those candidates who choose to attend the session AND who are successful in their elections will have their travel and accommodation expenses reimbursed to the extent of other Board members. Candidates will be required to provide expense/travel receipts and, once approved, will be reimbursed following the Ice Summit. Ice Summit registration packages will be covered for all candidates choosing to attend the Ice Summit.

All candidates will be contacted with respect to further details related to these initiatives and the application process.

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Members of the Skate Canada Board of Directors are not remunerated; however, reasonable expenses incurred while attending to Skate Canada business will be reimbursed.

**Please note:** The number of votes for each candidate will not be announced after the election at the Annual General Meeting. Any requests for detailed results will be handled by the President (Chair of the AGM) on a case-by-case basis.

I thank you in advance for your dedication and commitment to Skate Canada.



Chair, Nominating Sub-committee



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