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**CALL FOR CANDIDATES FOR CURLING CANADA BOARD OF GOVERNORS**

Curling Canada has as its mission to inspire and lead all Canadians, from playground to podium, to make curling a part of their lives in an environment and system that allows them to achieve their personal goals.

We underpin our mission with a foundation of values that include: inclusivity through curling, fairness in play, excellence in performance, authentic stakeholder engagement, genuine fun, and personal growth.

Curling Canada is seeking interested, qualified candidates to join its Board and help lead the organization.

We are committed to building a diverse Board reflective of Canadian society and our curling community. As a result, we encourage people who identify as the following to apply: Individuals who identify as persons with a disability, people from a visible minority group, people who identify as LGBTQ2S+, people who identify as non-binary, individuals who are indigenous.

We are further committed to building a skilled Board, and to this end the Board has developed a Board skills matrix (Appendix A).

The Board meets eight times a year, and more, if required. Most of the meetings are held electronically in the evenings. Traditionally there have been two to three in-person meetings held in different Canadian cities across Canada, typically over a weekend. Governors also receive assignments to serve on one or more Board committees. Currently, there are four standing committees (Governance; Enterprise Risk, Finance and Audit; Human Resources, International). Each Board committee forms its own work plan and meeting schedule.

At Curling Canada’s annual general meeting to be held on September 24, 2022, Curling Canada will usher in its Board of Governors for the next term, by way of an election by the members of Curling Canada, namely the provincial and territorial curling associations across Canada.

Our Board consists of 10 Governors. This year, four candidates will be elected to the Board by our Member Associations. Three candidates will be elected for a four-year term and one candidate will be elected for a one-year term. Curling Canada’s Bylaws prescribe that the Board must be comprised of no more than 60% of one gender. In 2022, the recommended slate of candidates must include at least two individuals who identify as female.

**CANDIDATE SEARCH**

Persons interested in joining the Curling Canada Board of Governors should complete the attached nomination form, including the schedules, and attach a curriculum vitae. A brief statement should be attached containing: a statement as to why you wish to run for the position of Governor, an outline of your prospective contribution to delivering against the Curling Canada mission, along with your personal objectives as a Governor should you be elected.

Ability to carry on a meaningful conversation in both official languages in Canada is an asset and will be viewed as an additional and equally important competency.

For the 2022-2023 year, our current board’s gap analysis has identified a particular interest in receiving Candidate Search from candidates who demonstrate the following areas of skills and expertise:

• Financial and Operations

• Marketing and Brand Management; and

• Risk Oversight

It is also noted that Curling Canada’s Board currently has only one person who can converse in French.

**GOVERNORS SEEKING RE-ELECTION**

Governors seeking re-election will be subject to the same scrutiny and submission timelines as external candidates.

**ELIGIBILITY TO BE GOVERNOR**

A candidate for the Board of Governors may be nominated to seek the position of a full-term Governor, a replacement Governor, or both.

Section VIII (5) of Curling Canada’s bylaws and Subsection 126(1) of the Canada *Not-for-Profit Corporations Act*, mandate that a Governor must:

● be at least 18 years old

● not have been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside Canada

● be an individual (a corporation cannot be a director)

● not be in bankrupt status.

It is the applicant’s responsibility to ensure and confirm that these criteria are met.

All qualified candidates will be required to obtain and submit clear police and vulnerable sector records.

**PROCESS**

After submission of the nominating form and required attachments, the Candidate Search Committee will screen all Candidate Search received to ensure that they meet the minimum qualifications required at law for a director. Candidate Search will then be reviewed and evaluated against the foundational attributes and qualities that are expected of all Governors, to arrive at a list of candidates who are qualified to be elected to the Board of Governors of Curling Canada.

The Candidate Search Committee will undergo a further evaluation to identify candidates who have the required skills and experience to fill the Board skill gaps previously identified in the Skills Matrix Gap Analysis.  From this group, the Candidate Search Committee will select for advancement a preferred slate no more than twice the number of candidates as there are open positions for the Board.

Following these evaluations of the Candidate Search received, the Candidate Search  
Committee will present to the Board a report summarizing their activities and the preferred slate of candidates.

The Board will be asked to approve the work of the committee.  Upon such approval, the preferred slate of candidates will be submitted to the Members on or about September 13, 2022, and no later than seven (7) days prior to the first day of the Annual Meeting. The Members will also have this time to submit any additional nominees for consideration.  As permitted by the Act, candidate nominations, that include their documentation, may be accepted from the floor at the time of the election during the AGM.

**SUBMISSION OF CANDIDATE SEARCH**

The deadline for Candidate Search is 5 pm (ET), July 29, 2022.

Candidate Search shall be delivered by email to Katherine Henderson, CEO Curling Canada: [katherine.henderson@curling.ca](mailto:katherine.henderson@curling.ca)

*Subject line: Board Candidate Search, 2022*

Curling Canada will confirm receipt of each nomination via email to each candidate. Please ensure you receive this confirmation. Please contact Karen Ryan (kryan@curling.ca) if you have questions.

**WEBSITE/COMMUNICATION**

To ensure a transparent process, a calendar of key dates is attached and will also be posted to the Curling Canada website:

<https://www.curling.ca/about-curling-canada/what-we-do/board-of-governors/>

Attachment - Nomination Form for Board of Governors

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**CURLING CANADA**

**BOARD OF GOVERNORS NOMINATION FORM**

This information will be used for the purpose of your consideration by the Candidate Search Committee, for any Board, Committee or other involvement with Curling Canada from the date hereof until the conclusion of the 2022 Annual Meeting and for contacting you regarding any meetings or information that is sent to you if you are selected.

Please ensure you complete Schedules “A”, “B” and “C”.

**Schedule “A”**

**Curling Canada Board of Governors Candidate Search Form**

|  |  |
| --- | --- |
| Name |  |
| Street Address |  |
| City |  |
| Province |  |
| Postal Code |  |
| Email |  |
| Phone Number |  |

**I. Expertise**

Please identify your area(s) of specific expertise you would be able to bring as a Governor of the Board of Curling Canada. In identifying these areas, it is understood you would be able to participate on related committees and that you possess skills and knowledge in such areas.

Please check appropriate boxes and, in the text box, describe the skills, designations, and experience that you have.

Please see the attached skills matrix for a further description of required skills.

**Senior/Executive Leadership Experience:**

|  |  |
| --- | --- |
| Risk Management: |  |
| Project Management: |  |
| Financial Acumen and Control (*financial designation ideal*): |  |
| Strategic Planning: |  |
| People Leadership (*HR designation ideal*): |  |
| Strategic Communications: |  |
| High Sport Performance Knowledge: |  |
| Governance: |  |
| Marketing/Brand: |  |
| Stakeholder Relations: |  |

**Diversity (Optional)**

**Please check the following, if you wish to do so:**

|  |  |
| --- | --- |
| Bilingual (French/English) |  |
| Indigenous Person |  |
| Member of a visual minority |  |
| Person with a disability |  |
| Identify as LGBTQ2+ or binary gender |  |
| Identify otherwise as a minority |  |

**Schedule “B”   
Résumé and Personal Statements**

**Résumé**

Please attach a résumé (including information outlined in Schedule “A” attached) for use by the Candidate Search Committee during its deliberations.

**Please answer the following questions:**

1. Statement of why you wish to run for the position of Governor (no more than 250 words)

2. Outline of your prospective contribution to delivering against the Curling Canada mission, along with your personal objectives as a Governor should you be elected.

**Schedule “C”**

**Qualifications as a Governor**

**BACKGROUND INFORMATION**

It is imperative that Curling Canada provides a positive and safe environment for all those working and volunteering at our organization. It is also critical for the protection of the reputation of Curling Canada that the Governors meet certain threshold criteria.

Accordingly, please ensure that you complete Schedule C.

**Please attest to the following by checking the boxes:**

|  |  |
| --- | --- |
| I,  ***(fill in name)*** |  |
| * am at least 18 years old |  |
| * have not been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside Canada |  |
| * am an individual (a corporation cannot be a director/governor) |  |
| * am not in bankrupt status |  |

**ACKNOWLEDGEMENT AND UNDERTAKING**

By submitting this Nomination Form, I agree to obtain and provide Curling Canada with a criminal background record check should Curling Canada so request. In addition, I consent to Curling Canada undertaking a criminal background check, and agree to comply and provide any required information to obtain such criminal background record check.

|  |
| --- |
| Candidate’s Signature: |
| Date: |