



## 2017 BCB DIRECTOR NOMINATION PROCESS

### What is Bowls Canada Boulingrin?

1. Bowls Canada Boulingrin (BCB) is the national sport body that oversees lawn bowling in Canada.

### How is the Board of Directors structured?

2. Under the Bylaws the Board of Directors consists of a minimum of 7 and a maximum of 10 directors.

### Responsibilities

3. The BCB Board of Directors has the responsibility for setting directions, establishing policy, and overseeing the activities of the organization. More specifically:
  - Support the mission statement.
  - Read and understand the financial statements and otherwise assist the board in fulfilling its fiduciary responsibility.
  - Attend board meetings and actively participate in decision-making.
  - Share your area of expertise with the board and staff.
  - Be an advocate for the organization; use your contacts to promote it in ways appropriate to your profession.
  - Obtain various means of support for the organization, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
  - Fulfill the duties of care, obedience and loyalty to the organization.
  - Participate in regular assessments to improve board performance.
  - Participate in strategic planning activities.
  - Prioritize and monitor programs and services.
  - Select the Executive Director, review their performance, and provide direction if needed in accordance to the Executive Director's job description.
  - Partner with the Executive Director to accomplish the mission.
  - Work to develop new leadership and recommend potential board members to the board nomination committee.
  - Avoid conflicts of interest.
  - Participate in the organization's conferences and meetings.

### Time Commitment

4. BCB has on average 9 board meetings per year. There may be additional committee work required. It is anticipated that a board position would require 8-10 hours/month of your time.

### Terms of Office

5. Directors shall serve for a term of two years or until a successor is installed. They shall be eligible for re-election but shall not serve for more than three consecutive terms.

### Eligibility

6. To be eligible for election as a Director, an individual must:
  - a) Be eighteen (18) years of age or older;
  - b) Have the power under law to contract
  - c) Have not been declared incapable by a court in Canada or in another country;
  - d) Not have the status of bankrupt;
  - e) Meet one or more of the skills and characteristics defined in Section 8.

### How will Board members be selected?

7. The Directors will be elected in accordance with the BCB Bylaws.

### Who is qualified to be a Board Director?

8. Directors must possess a majority of the following General Attributes and more than one of the Specific Skills:

#### General Attributes:

- |  |  |
|--|--|
| <input type="checkbox"/> Knowledge of sport or lawn bowling      | <input type="checkbox"/> Business Acumen                   |
| <input type="checkbox"/> Board experience                        | <input type="checkbox"/> Policy Development                |
| <input type="checkbox"/> Team player                             | <input type="checkbox"/> Experience in strategic thinking  |
| <input type="checkbox"/> Risk Management experience              | <input type="checkbox"/> Ethical and values based behavior |
| <input type="checkbox"/> Representative of membership population | <input type="checkbox"/> Commitment and Capacity           |

#### Specific Skills:

- |   |  |
|---|--|
| <input type="checkbox"/> Leadership                 | <input type="checkbox"/> Government Relations            |
| <input type="checkbox"/> Funds Development          | <input type="checkbox"/> Accounting & Finance            |
| <input type="checkbox"/> Legal                      | <input type="checkbox"/> Strategic Change Management     |
| <input type="checkbox"/> Human Resources Management | <input type="checkbox"/> Marketing/Communications        |
| <input type="checkbox"/> Entrepreneurship           | <input type="checkbox"/> International Sport Perspective |
| <input type="checkbox"/> Political Capital          |  |

### Nominations

9. A Nomination Committee will be composed by the Board of Directors
10. Nominations for positions as Directors will be solicited by the Nomination Committees beginning on **June 26<sup>th</sup>, 2017.**
11. All individuals wishing to run for a position as a Director, including all current Directors, will be subject to nomination which requires the submission of a signed Application Form and supporting materials by the application deadline.
12. Upon receipt of all nominations, the Nominations Committee will short-list nominees and conduct due-diligence by reviewing the nominee's qualifications, the required skills and attributes, potential conflict of interests or other significant matters which would preclude the nominee from successfully fulfilling the duties of a Director.
13. The Nominations Committee, upon a majority vote, will provide their preferred slate of nominees to the voting members prior to the election of Directors.

### What information will be required to support each application?

14. Each nominee must complete and sign an Application Form and submit it to the Nominations Committee along with a letter of intent and a resume. Nominees may further submit:
- A **campaign platform** describing what the nominee would like to do to further the objectives of BCB – this material may be as detailed or specific as the nominee desires
  - A **headshot** photo
  - A **biography** of the nominee (maximum 300 words)
  - A **video** describing the nominee and/or the nominee's platform (maximum 30 seconds)
  - **Testimonials** from other organizations or other individuals
15. Once applicants have been short-listed by the Board Selection Committee, a due-diligence process will be conducted. This will include a review of the candidate's qualifications and identification of any conflicts of interest or other significant matters which would preclude the candidate from successfully fulfilling the duties of a Director.

16. As part of this due-diligence process, short-listed candidates will be required to undergo a Criminal Record Check.

**What is the deadline for submitting applications?**

Applications may be submitted by email, mail, courier or facsimile to the following address:

BCB Nominations Committee

c/o 206-33 Roydon Place, Nepean, ON K2E 1A3

[office@bowlscanada.com](mailto:office@bowlscanada.com)

Applications must be received by 4pm EDT on **August 25<sup>th</sup>, 2017**.



## 2017 BCB DIRECTOR CANDIDATE APPLICATION FORM

*This form must be submitted to BCB by the date of **August 25, 2017***

This form is to be completed by any person nominated for election as a Director with BCB.

Name of Candidate: \_\_\_\_\_

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

Phone Number(s): \_\_\_\_\_

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

Each nominee must complete and sign an Application Form and submit it to the Nominations Committee along with a letter of intent and a resume. Nominees **MAY** further submit:

- A **campaign platform** describing what the nominee would like to do to further the objectives of BCB – this material may be as detailed or specific as the nominee desires
- A **headshot** photo
- A **biography** of the nominee (maximum 300 words)
- A **video** describing the nominee and/or the nominee's platform (maximum 30 seconds)
- **Testimonials** from other organizations or other individuals

1. Click the General Attributes and Specific Skills to which you believe you ascertain:

**General Attributes:**

- |  |  |
|--|--|
| <input type="checkbox"/> Knowledge of sport or lawn bowling      | <input type="checkbox"/> Business Acumen                   |
| <input type="checkbox"/> Board experience                        | <input type="checkbox"/> Policy Development                |
| <input type="checkbox"/> Team player                             | <input type="checkbox"/> Experience in strategic thinking  |
| <input type="checkbox"/> Risk Management experience              | <input type="checkbox"/> Ethical and values based behavior |
| <input type="checkbox"/> Representative of membership population | <input type="checkbox"/> Commitment and Capacity           |

**Specific Skills:**

- |   |  |
|---|--|
| <input type="checkbox"/> Leadership                 | <input type="checkbox"/> Government Relations            |
| <input type="checkbox"/> Funds Development          | <input type="checkbox"/> Accounting & Finance            |
| <input type="checkbox"/> Legal                      | <input type="checkbox"/> Strategic Change Management     |
| <input type="checkbox"/> Human Resources Management | <input type="checkbox"/> Marketing/Communications        |
| <input type="checkbox"/> Entrepreneurship           | <input type="checkbox"/> International Sport Perspective |
| <input type="checkbox"/> Political Capital          |  |

2. Please provide a brief summary of your experience relative to being a Board Member.

3. Please provide a brief summary of your experience in associations engaged in sport.
  
4. Please provide a brief summary of any previous experience with BCB.
  
5. Please provide a brief summary of your experience with other voluntary or community organizations.
  
6. Please highlight additional skills or competencies that would contribute to the effective leadership and governance of BCB

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Applications may be submitted by email, mail, courier or facsimile to the following address:

Bowls Canada Boulingrin, 206-33 Roydon Place, Nepean, ON K2E 1A3

**Fax: 613-244-0041** Email: [office@bowlscanada.com](mailto:office@bowlscanada.com)

Applications must be received by 4pm on **August 25th**.

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**Candidate Endorsement**

The Nominations Committee hereby endorses \_\_\_\_\_ as a candidate for election as a Director with BCB.

\_\_\_\_\_  
Chair of Nominations Committee (Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date