



# Frequently Asked Questions about the BCB Board of Directors

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## 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.

## What are the responsibilities of a Director?

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.

### What is the 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.

### What is the term 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.

### Who is eligible to be a BCB Director?

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 by the official representatives of the Members (Provincial Bowls Associations) at the Annual General Meeting. Members are Provincial Associations.

### 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:

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|--|--|
| <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          |  |

### How do you apply to be a Director?

9. A Nomination Committee will be identified by the current Board of Directors on an annual basis.

10. Nominations for positions as Directors will be solicited by the Nomination Committees beginning 90 days before the Annual General Meeting each year.
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?**

17. Applications may be submitted by email, mail or courier to the following address:  
BCB Nominations Committee  
2451 Riverside Drive, c/o House of Sport, Ottawa (ON) K1H 7X7  
[office@bowlscanada.com](mailto:office@bowlscanada.com)

Applications must be received by 4pm EDT **30 days before the Annual General Meeting.**