

Bowls Canada Boulingrin Nominations Policy

Purpose

1. The Bowls Canada Boulingrin (BCB) Board of Directors appoints a Nominations Committee that has the responsibility as defined in the Nominations Committee Terms of Reference that can be changed and modified by the Board. The purpose of this Policy is to support the Nominations Committee in defining and implementing its responsibilities, as well as informing individuals the process to be nominated for a position as a Director with BCB.

Application

2. This Policy applies to BCB, the Nominations Committee and any individual wishing to be nominated for a position as a Director with BCB.

Responsibilities

3. The Nominations Committee will adhere to the Nominations Committee Terms of Reference.

Board Assessment

4. The Nominations Committee will complete a BCB Board of Directors assessment to determine the needs, wants and gaps of skills, attributes, education and experience within the BCB Board of Directors. This information will be used by the Nominations Committee to target specific individuals for nomination as a Director.

Solicitation of Nominations

5. The Nominations Committee will seek, identify and recruit individuals to stand for election as Directors by seeking candidates through :
 - a. The usual BCB networking channels
 - b. An open call for nominations through promotional efforts, including, but not limited to, press releases, the BCB website, other online services where suitable, or via social media.
6. The Nominations Committee may also approach eligible individuals to determine their interest in serving as a Director.
7. When soliciting candidates, the Nominations Committee will oversee the writing of targeted ads or notices particular to the medium in which the position is being promoted. For example, a notice posted on the BCB website should describe the particular skills that are desired for a Director as well as outlining some of the responsibilities of the role.
8. The Nominations Committee will also appoint a contact person from amongst its members who can answer questions about the nomination process and the role of a Director.

Nomination of Candidates

9. Individuals can submit nominations to the Nominations Committee so long as the **Application Form** (Appendix A) and supporting materials are submitted before the final deadline and signed by the individual that is being nominated.

Review of Nominees

10. The Nominations Committee will review each **Application Form** and supporting materials to ensure that the individual is eligible, to determine their Region affiliation, to assess their skills, attributes, education and experience, and compare the assessment with the particular skills that are desired for a Director.
11. The Nominations Committee will short list the applicants based on the specific and desired competencies required by the Board, and will ensure eligibility, conduct reference checks and interviews. The Nominations Committee will also communicate directly with the short listed candidates to discuss the roles, responsibilities and expectations of a Director.
12. Nominees who the Nominations Committee believe are ineligible will be given the opportunity to demonstrate their eligibility upon the Nominees request. The Nominations Committee will vote to decide the eligibility of any nominee whose eligibility is in question.

13. The Nominations Committee will make a final report to the voting Members at the Annual Meeting or any Member's meeting at which an election occurs as to their preferred slate of Nominees. The Nominations Committee may not prevent a candidate from running unless the candidate is ineligible.

Timelines

14. The Nominations Committee will identify a deadline for the submissions of nominations and identify further deadlines indicating opportunities for candidates to submit campaign material. All timelines will be described herein and on the **Application Form**.

15. The Nominations Committee will set the following deadlines, which may be extended by the Nominations Committee in special circumstances:

Timeline	Deadline
90 days before Annual Meeting	Nominations Committee will begin soliciting nominees
75 days before Annual Meeting	Nominations Committee will begin reviewing Applications and supporting materials submitted by nominees
75 – 30 days before Annual Meeting	Nominations Committee will short list candidates and conduct the Nominations Committee's due diligence.
30 days before Annual Meeting	BCB will post all approved Campaign Material on the BCB website
30 days before Annual Meeting	Nominations are closed

Role of Candidates

Campaign Material

16. Once the Nominations Committee confirms the nominee's eligibility, the nominee may begin to distribute campaign material and inform individuals and organizations that they are registered to run for election. Nominees should consider:
- A **résumé** outlining the nominee's qualifications, successes, and work and volunteer history
 - 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
17. BCB will post all of the above material on BCB's website on a date specified by the Nominations Committee and a link to that webpage will be distributed to Members alongside the notice of the Annual Meeting.
18. All nominees may also be asked to give a short speech at the Annual Meeting in support of their platform and their candidacy. Speeches should be kept to a minimum of two minutes and should be concise. The Nominations Committee, in consultation with the Chair of the meeting, will determine whether or not candidate speeches should occur.

DIRECTOR'S NOMINATION APPLICATION FORM

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:

- | | |
|---|--|
| <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 **DATE**.
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

ADDRESS **Email:** Applications must be received by 4pm EDT on **DATE**.

APPENDIX A

CANDIDATE APPLICATION FORM

This form must be submitted to BCB by the date of _____

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:

- | | |
|---|--|
| <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:

BCB
 206-33 Roydon Place, Nepean (ON) K2E 1A3
 Fax: 613-244-0041
 Email: office@bowlscanada.com

Applications must be received by 4pm on **DATE**.

Candidate Endorsement

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

Chair of Nominations Committee (Name)

Signature

Date