



## BOARD OF DIRECTORS INFORMATION PACKAGE & NOMINATION FORM

### QUALIFICATIONS AND CORE COMPETENCIES OF ELECTED OFFICERS

Directors shall fulfill all requirements of the Canada Not-for-Profit Corporations Act and further, shall be a permanent resident of Canada and of legal age.

Directors of Football Canada commit themselves to ethical, businesslike and lawful conduct, including proper use of authority and decorum when acting as Board members. Accordingly, Directors must be able to represent unconflicted loyalty to the interests of all Football Canada members. This accountability supersedes any conflicting loyalty such as to advocacy or interest groups, and membership on other boards. It also supersedes the personal interest of any Director acting as a consumer of Football Canada's services, or having a family member who is a consumer of Football Canada services.

Directors will be recruited based upon their demonstrated ability to contribute significantly to the leadership of Football Canada and to fulfill their statutory fiduciary responsibilities. **Football Canada is currently seeking expertise in the areas of Marketing, Government Relations as well as Legal expertise.** The core competencies that ideally will be reflected in the Board as a whole are:

#### Characteristics

- a. Commitment and capacity (time, energy, expertise) to fulfill the commitment as a Director
- b. Knowledge about roles and responsibilities of a Director, Board and Staff
- c. Experience in formulating policy
- d. Experience in thinking strategically
- e. Knowledge about the sport of football
- f. Ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks
- g. Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report
- h. Ethical and values based behavior
- i. Representative of client population (athlete & coach)
- j. Other attributes valued by the Board of Directors:
  - Accounting designation (CA, CMA, CGA)
  - Legal designation (LL.B)
  - Professional qualifications (MD, PhD, MBA, Sport Science)
  - Personnel Management (Human Resource Professional designation)
  - Media/Marketing/Public Relations contacts/experience
  - Fundraising and funding source contacts
  - Administration/Management experience
  - Government relations/contacts
  - Organizational development/Strategic Planning experience

All candidates for election as a Director will complete and submit a Candidate Qualification Form (Section "A"). Additional information on the Football Canada governance model can be found at Section "B".



**Section - A**

**FOOTBALL CANADA CANDIDATE QUALIFICATION FORM**

This form must be submitted to the Football Canada National Office by May 30th, 2016.

This form is to be completed by any person nominated for election as a Director, Athlete Director or President with Football Canada.

2016 Positions: 3 vacancies – President and two directors

To be eligible for nomination, a person must:

Be at least 18 years of age and a permanent resident of Canada

For additional qualifications, please refer to the Football Canada By-Laws and Attachment B.

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

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

Phone Number: \_\_\_\_\_

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

Interested in the position of: \_\_\_\_\_

Please attach additional documentation that highlights the following:



Brief summary of your experience with other voluntary or community organizations.



Summary skills or competencies (volunteer or professional) that would contribute to the effective leadership and governance of Football Canada.



Brief summary of any previous experience with Football Canada or any other National Sport Organization.

Signature of candidate: \_\_\_\_\_

Confirmation of receipt by Football Canada (ED Signature): \_\_\_\_\_

Date: \_\_\_\_\_



## Section -B

### FOOTBALL CANADA BOARD OF DIRECTORS INFORMATION





#### Composition

The Board of Directors of Football Canada is a policy governance board. The Board of Directors is composed of the President, nine (9) directors-at-large and up to 3 appointments by the Board of Directors. All of these positions are elected positions, each consisting of a maximum of two (2) consecutive 3-year terms; however the President may serve two terms as a director and immediately commence serving two terms as President.<sup>1</sup>

The President is elected every three years and the directors – at – large positions are three year terms with three vacancies every year.

#### Qualifications

A Director must be an individual with power under law to contract and who is a permanent resident in Canada. Individuals with the following attributes are disqualified from serving as a director:

-  Anyone less than 18 years of age
-  Anyone who has been declared incapable by a court in Canada or another country
-  A person who is not an individual, and
-  A person who has the status of a bankrupt.

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<sup>1</sup> On May 26th, 2014 the Canadian Amateur Football Association received its Certificate of Continuance by Industry Canada under the Not-for-Profit-Act operating with the Canadian Amateur Football Association's revised bylaws. The bylaws can be found as an additional reference to this document.

























## Roles, Responsibilities & Powers

Many prospective Board members currently serve, or have served in the past on organization boards and each comes to Football Canada with personal experiences and perceptions of how a board operates. In many instances, the direct involvement with a strictly “policy governance board” is limited and takes some getting used to.

### Under the Organizational Structure Policy the powers of board members are:

#### Board of Directors: Roles and Responsibilities

-  The Board of Directors functions as a policy board. The roles and the responsibilities of the board include those described below, but does not exclude any role or responsibility consistent with its role as a policy board. The board carries out its responsibilities in a consultative fashion.
-  Establish the mission, vision and values of the Association.
-  Develop and monitor progress of the strategic plan.
-  Provide leadership to the association and enforce its values and ethics.
-  Educate itself about the priorities and values of the membership through participation in activities throughout Football Canada, and purposeful communication and consultation.
-  Monitor emergent issues and determine the nature (policy, management) of appropriate response.
-  Ensure the organization structure remains relevant to the Association’s programs and context.
-  Ensure the hiring and supervision of the Executive Director.
-  Ensure succession plans are in place including programs to develop volunteers and staff.
-  Annually evaluate the board’s functioning and performance.
-  Approve and monitor the strategy for Football Canada’s participation in national and international competitions.
-  Provide recognition of members through annual awards process.
-  Promote Football Canada’s programs to its members, public, sponsors and the media.
-  Determine Football Canada’s representation with external and national organizations and links with other communities.
-  Ensure the long-term financial stability of the association.
-  Receive and approve annual operating budget.
-  Receive annual report of auditors.
-  Develop, approve, annually review and monitor the implementation of organizational policies.
-  Review and recommend changes in the By-laws and Articles of Incorporation identify matters requiring approval at the AGM and approve the agenda of the AGM.
-  Ensure Football Canada meets all legal requirements as established by law and the association’s Bylaws.
-  Oversee the nominations process for the Annual General Meeting.
-  Act as the appeal body for the association except in respect to its own actions.



## **Remuneration**

Members of Standing Committees shall not receive any stated remuneration for their services, but they shall be entitled to be paid for their traveling and other expenses properly incurred by them in connection with the affairs of the Association, and in attending meetings of the Association. All members of Standing Committees shall be subject to removal from their duties as committee members by a majority vote of the Board of Directors.

## **Meetings**

The Board is obligated to meet at least two times per year; however traditionally there are two face-to-face meetings per year, and one monthly teleconference meetings on the basis of the fiscal year running from April 1 through to March 31. Depending on the circumstances, these meetings usually occur in January; in June (prior to and in conjunction with the Annual General Meeting-AGM). The current schedule for face-to-face meetings has Board members arriving in time for a Friday evening meeting, all day Saturday, and Sunday morning, leaving in the afternoon to return home. The date of the AGM meeting is determined by the timing of that event, while the other meetings are determined by the Board at the previous meeting.

The AGM meeting represents the last meeting of the current board, and the January meeting welcomes new directors and deals with any issues coming out of the AGM.

In addition to the identified meetings, circumstances may dictate the need for conference calls for specific issues. These conference calls are arranged by the Football Canada office and the timing is determined by the availability of the Directors. A quorum is a simple majority of the number of Directors holding office.

Travel to/from the Board meetings is generally arranged by the Football Canada office, and accommodations are covered by Football Canada (accommodations are single occupancy). Some meals are supplied and all other meals during the meeting will have the Directors complete an expense form for the per diem allowance permitted under the Football Canada Travel Policy.