

Red Deer Sport Leadership Society

Call for Nominations - Board of Directors

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Overview

The 2019 Canada Winter Games Host Society, as part of the 2019 Games Legacy Plan, is initiating the formation of a Red Deer based Sport Leadership Society. This volunteer-based, sport-focused society would be an independent not-for-profit society that would have a mandate to build on the momentum and legacy of the 2019 Canada Winter Games by assisting the growth of sport in Red Deer. The identified mandate of this organization will be to develop, host and celebrate sport opportunities, local sport organizations and future sport events.

We are looking for sport-focused leaders from all industries and backgrounds in Red Deer and area who have a passion to continue to build on the momentum and legacy of the 2019 Canada Winter Games in the areas of sport leadership, development, hosting, investment and celebration.

If you are a sport-focused leader, then we encourage you to apply to be a board member of this exciting opportunity. Please submit a **cover letter** and **resume** indicating your interest in a position of Chair and/or Director of the Red Deer Sport Leadership Society.

Application deadline is June 20, 2019.

For further inquiries, or to submit your cover letter and resume, please contact the nomination committee at info@2019canadagames.ca.

Red Deer Sport Leadership Society

Nomination process – Board of Directors

Section A

Description of Successful Candidates

Successful candidates for Director positions with the Red Deer Sport Leadership Society will be individuals who have experienced significant success in their careers, who reflect community stakeholders and have knowledge of sport and event planning.

In addition to career success, the candidates will be available to make a time commitment to the project of an average of seven to ten hours a month, as determined by the Board of Directors of the Red Deer Leadership Society.

A matrix of competencies required for the Board is included in Section C of this document.

The collective composition of the Board of Directors will reflect the competencies required, as well as gender equity and diversity.

Section B

Role and Responsibility of Directors

The Board of Directors of the Red Deer Sport Leadership Society shall work cooperatively with identified partners and stakeholders. The Board of Directors will establish the vision, mission, values and strategic direction of the Society to ensure they all work towards a common goal and set a high ethical standard for all activities. The Board of Directors shall perform any other duty or function requested by the Chair in support of the direction of the Society.

The Red Deer Sport Leadership Society aims to facilitate the following:

- a. Developing the Red Deer Sport Leadership Society vision, mission, values and strategic direction;
- b. Ensuring consultation with stakeholders in the development process;
- c. Appointing the CEO and monitoring their performance;
- d. Reviewing the CEO's performance annually against agreed-upon objectives and Board-approved policies;
- e. Approving the CEO's compensation;
- f. Establishing clear objectives against which the CEO's performance will be measured;
- g. Ensuring the CEO identifies the principal risks facing the organization and implements appropriate systems/programs to manage the risks;
- h. Providing outside perspectives on the strategic issues facing the organization;
- i. Approving the organization's business plan;
- j. Approving annual operating and capital budgets;
- k. Monitoring operational and financial results on a quarterly basis;
- l. Approving annual financial statements;
- m. Ensuring that communication and consultation with stakeholders is effective and appropriate;
- n. Approving and monitoring compliance with all Board policies and procedures by which the Red Deer Sport Leadership Society is operated;
- o. Communicating at the political level issues of concern to the Red Deer Sport Leadership Society and maintaining appropriate political direction;

- p. Evaluating Board performance annually; and
- q. Planning for Board succession, if appropriate (Directors and officers).

Individuals applying for the Board of Directors will have responsibilities as a member of the Red Deer Sport Leadership Society. Below is an idea of the roles and responsibilities required individually of each Board Member:

- a. Become familiar with the Sport Leadership Society legacy project, work and documents resulting from the research done.
- b. Become familiar with the work plan established;
- c. Participate in Board and committee meetings as assigned will be a requirement. Board members are able to meet virtually or via conference calls and do not necessarily need to be present for all meetings. Not missing two consecutive Board meetings except for absences for which one week's advance notice has been provided to the Chair with circumstances acceptable to the Chair;
- d. Contribute and add value to discussions;
- e. Prepare for Board and committee meetings by reading reports and background materials;
- f. Understanding the role of a Board member in a policy governance capacity will be important for effective governance. The Chair will determine with the CEO when matters of operational responsibility are to be discussed at the Board level and where the input of the Board is required;
- g. Respect the policy that establishes the CEO and the Chair as the organizational spokespersons;
- h. Publicly support Board-approved policies and positions on decisions and issues;
- i. Respect any confidentiality requirements of the Code of Conduct and Conflict of Interest Guidelines.

Section C

Competencies

1 = Minimal Experience 2 = Some Experience 3 = Strong Experience	Candidate's Self-Assessment
Effectiveness Skills	
Leadership	
Revenue generation	
Builds strong relationships	
Willingness and ability to listen	
Willing to share opinions	
Dependable	
Open to new ideas and change	
Commitment to learning	
Open to collaboration	
Ability to motivate others	
Organized and structured	
Governance and Related Experiences	
Board experience	
Business experience	
Local and or Provincial/ National Sport Organization experience	
Experience with policy governance	
Technical Skills	
Strategy and policy development	
Long range planning	
Risk management	
Financial or accounting acumen	
Legal or contractual acumen	
Human resource management	
Merchandising and licensing	
Marketing and promotion	
Volunteer management	
Sport event hosting	
Commitment to Community	
Community volunteering	

Section D

Process for Nominations

1. The Sport Leadership Society Nominations Working Group are seeking members of general public to apply or be nominated for a position on the Board of Directors through this application process.
2. Nominations for the Chair and Director positions must be submitted in writing and include the following material and information:
 - a. Cover letter: Written by candidate to describe why the candidate is ideal for the role (max 1 page);
 - i. Cover letter must indicate that the Candidate is interested in the Chair position and/or a Director position on the Board of Directors.
 - b. Self-Assessment of Competencies: Candidate or Nominator must complete and return a scanned copy of Section C of this document;
 - c. Resume: Current resume of Candidate.
3. Nominations must be received no later than noon on Thursday, June 20, 2019, at info@2019canadagames.ca;
 - a. Interviews with short-listed candidates may be requested by the Nominations Working Group if deemed necessary.
 - b. All candidates will be informed of selection status by July 5, 2019.