



2024 Call for Applications to the Skate Canada Board of Directors Memo

From: Dr. Gregor MacLean, Recruitment & Development Committee Chair

Date: January 17, 2024

Would you like to be part of a dynamic and engaged policy board with one of the premier National Sport Organizations in the world? Skate Canada, the national sport body for figure and synchronized skating in Canada, invites individuals to share their skills, experience, and passion by serving on the Board of Directors.

Skate Canada is committed to the promotion of equity, diversity, inclusion, and accessibility across its membership, and in programming and leadership as the organization works toward positive change in sport. Skate Canada ensures it operates with industry-leading governance practices, including complying with the Canadian Sports Governance Code.

Skate Canada is a grassroots organization with elite sport exposure serving more than 200,000 registrants in over 1,000 Member Clubs and Skating Schools in 10 regional Sections, with 10,000 supporting volunteers and 5,700 professional coaches.

The Skate Canada Recruitment & Development Committee (“RDC”) is seeking prospective candidates to stand for election to serve on the Skate Canada Board of Directors. The Skate Canada Board, comprised of up to twelve Directors, is accountable to the organization's membership for overall governance, direction-setting, strategic planning, monitoring, and evaluation. Elections will take place at the 2024 Annual General Meeting (“AGM”) to be held on May 25, 2024, in Vancouver, British Columbia. The RDC will recommend candidates for election to our membership based on a thorough review of all nominees considering, among other things, skills, competencies, diversity, independence and the desire for athlete representation to support the work of the Skate Canada Board.

Members of the Skate Canada Board of Directors are not financially compensated as Skate Canada is a not-for-profit organization. Reasonable expenses incurred while attending to Skate Canada business will be reimbursed.

Skate Canada Board positions open for election at the 2024 AGM are:

- Regional Director West – 2-year term of office
- Regional Director Quebec – 2-year term of office
- Director Coach – 2-year term of office
- Director at Large – 2-year term of office
- Director at Large – 2-year term of office
- Director at Large – 2-year term of office

Individuals with skill sets, experience and time available to support the work of Skate Canada's engaged policy Board across relevant not-for-profit governance areas are encouraged to submit an application. These skills

include but are not limited to fundraising, sponsorship, partnership development, digital strategy, marketing, finance/accounting, community engagement, equity, diversity, inclusion, and accessibility.

The role of the RDC is to ensure that there is a full complement of qualified candidates for election at the AGM. The RDC will review the skill sets of the applicants against the established skills and competencies required of the Board. The RDC will recommend those Applicants who, in the view of the RDC, best complement the identified needs and priorities of the organization in each open position. All Applicants will be advised of whether they will be recommended by the RDC on or before April 15. All Applicants who meet the eligibility criteria and who do not withdraw from consideration, will be put forward as election candidates.

Eligibility Criteria for Directors (as defined in the Skate Canada Bylaw) - To be considered for candidacy, an individual seeking to run for Regional Director, Coach Director or Director at Large must meet the following eligibility criteria:

- have attained 18 years of age or older;
- have the power under law to contract;
- not been declared incapable by a court in Canada or in another country; and
- not currently have the status of bankrupt.

Relevant Experience for Regional and Coach Directors - To be considered for candidacy in the category of Regional Director, an individual must have recent and significant experience at the Section and/or Club Board level. For these purposes:

- “recent” is defined as within the past 3 years.
- “significant experience” is defined as involvement in several aspects at the Club and/or Section committee or Section Board level relating to skating programs, club development, marketing & sponsorship, and/or coach & officials’ development.

To be considered for candidacy in the category of Coach Director, an individual must have qualified as a Skate Canada Coach and have an awareness of and/or experience with large as well as small clubs/skating schools.

A **2024 Board of Directors Elections webpage** has been developed for prospective applicants. It includes an overview of:

- The governance structure of Skate Canada.
- The role and expectations of Directors.
- Skate Canada Board of Directors skills and competency requirements.
- Skate Canada Board of Directors and Chairs job descriptions.

Application Steps

Interested applicants are required to submit/complete the following information:

1. **Notification to Section leadership** - All applicants must notify their Section of their intent to run for a position on the Skate Canada Board of Directors.
 - a. A **Statement of Acknowledgement/Endorsement form** must be completed and received from the applicant’s Section Chair and one other member of the Section Board of Directors.

Statements of acknowledgement/endorsement are to be submitted directly to Jeff Partrick at jpartrick@skatecanada.ca (statement form posted to the 2024 Board of Directors Elections webpage).

- b. Applicants can stand for election in more than one election category if they meet the related eligibility criteria. Thus, the statements of acknowledgement/endorsement should include all potential election categories (board positions) in which the applicant is planning to stand for election.
2. **Skate Canada Board of Directors [online application form](#);**
3. **Head shot photo** - To be uploaded when completing the online application form.
4. **Three letters of reference**
 - a. Applicants who are not current Skate Canada board members are required to submit three letters of reference (produced within the last 12 months) in support of their application directly to Jeff Partrick at jpartrick@skatecanada.ca.
 - b. At least one of the reference letters should be from a Skate Canada Member (i.e., skating club, skating school, or Skate Canada Coach) or a Skate Canada adult Registrant.
5. **Skate Canada Confirmation to Act as a Director form** - All applicants are required to sign the “Skate Canada Confirmation to Act as a Director” form and to submit the signed form directly to Jeff Partrick at jpartrick@skatecanada.ca (form posted to the 2024 Board of Directors Elections webpage).

All parts of the application, including head shot photo, letters of reference, signed Skate Canada Confirmation to Act as a Director form, and statements of acknowledgement/endorsement, must be submitted by March 15, 2024.

2024 Skate Canada Nominating Report: Candidates who meet the eligibility criteria will have the contents of their application and photo published through the online 2024 Skate Canada Nominating Report, and on Skate Canada social media channels, which will be visible to all Skate Canada Registrants, Members, Coaches, and the general public.

Meet the Candidates Session: All candidates will be invited to participate in a virtual question and answer session in early May [TBD] that will be broadcast live on the web and streamed for later viewing. More information will be provided to candidates prior to the session.

Please note: The number of votes for each candidate will not be announced after the election at the AGM. Any requests for detailed results will be handled by the President (Chair of the AGM) on a case-by-case basis.

The RDC thanks all individuals for their interest in serving on the Skate Canada Board of Directors and invites questions or conversations on any aspect of the nomination process.



Gregor MacLean
Chair, Recruitment & Development Committee