



MEMORANDUM

To: Incumbents, Committee Members, Skate Canada Manitoba Clubs

From: Miranda Edwards
Nominating Committee Chair
Skate Canada Manitoba

Date: January 22nd, 2018

Subject: Nominees – Skate Canada Manitoba Board of Directors

Skate Canada Manitoba Nominating Committee is seeking prospective nominees to fill the Nomination Slate for the 2018 AGM, which includes the following positions:

- One (1) Chairman for two (2) year term**
- One (1) Vice-Chairman for two (2) year term**
- Two (2) Elected Directors for two (2) year terms**
- One (1) Elected Director for one (1) year term**

I thank you in advance for your dedication and commitment to Skate Canada Manitoba

The Committee invites interested members to submit their resume detailing the following information. Please find a template for your reference:

1. skating background;
2. experience at the committee level;
3. areas of interest within Skate Canada;
4. skills you bring to the board table; and,
5. time commitment available for Skate Canada Manitoba.

Some of the attributes that the Nominating Committee is looking for include the following:

- Communication and Organization Skills
- Team Work
- Good Interpersonal Skills
- Ability to work with Volunteers & Staff
- Leadership Skills
- Knowledge of Skate Canada & Skate Canada Manitoba

Please find attached, for your review, a copy of the Board Member Position Description (Appendix B), which details the Skate Canada Manitoba expectations of a Board member. A checklist (Appendix A) is attached as well, to provide you with a simple method of indicating your degree of commitment.

We ask that you submit your resume (Appendix C) and completed checklist in confidence to Shauna Marling, Executive Director (skate.exec@sportmanitoba.ca), Skate Canada Manitoba no later than **Wednesday, March 7th, 2018**.

I thank you in advance for your dedication and commitment to Skate Canada Manitoba.



Miranda Edwards
Nominating Committee Chair



**Appendix A
NOMINATION CHECK-LIST**

Please initial after each query:

- 1) I have sufficient time to volunteer for a board position _____
- 2) I do not have a conflict of interest that could compromise any board position _____
- 3) I will attend all board meetings and activities _____
- 4) I will promote Skate Canada and Skate Canada programs _____
- 5) I will maintain the confidentiality of all board, committee and working group meetings _____
- 6) I have read the Board member position Description, By-law 1402 (2) (d) and agree to abide by the by-law. _____

I _____ have read and fully understand the roles and responsibilities of the position of Board of Director as outlined above and described fully in item 6 and agree to be nominated for election to a such a position.

APPENDIX B

BOARD MEMBER POSITION DESCRIPTION	
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POSITION TITLE: BOARD MEMBER

REPORTS TO: VICE-CHAIRMAN

PURPOSE:

To act as a voting member of the Board with full authority and responsibility to develop policies, procedures and regulations for the operation of Skate Canada-Manitoba: to monitor Skate Canada-Manitoba's financial health, programs and overall performance; to provide the Executive Director with the resources to meet the needs of Skate Canada-Manitoba.

THE FULL BOARD'S RESPONSIBILITIES:

1. Establish and support the implementation of policy;
2. delegate the responsibility for the day to day operation of Skate Canada-Manitoba to the Executive Committee and supports its actions;
3. approve budgets, receive financial reporting necessary to carrying on business, accept auditor's statements and recommendations;
4. review and approve the annual game plan and long-range plans; and,
5. adopt and monitor key operating policies and procedures.

INDIVIDUAL BOARD MEMBER DUTIES

1. Attend all Board meetings and activities;
2. serve and represent the Section/National interests of Skate Canada and not special interest groups inside or outside Skate Canada-Manitoba and Skate Canada;
3. become knowledgeable about Skate Canada, and Skate Canada-Manitoba;
4. come to Board meetings well prepared and well informed regarding issues on the agenda;
5. receive reports of Section activity from time to time; approve requests for action as appropriate;

6. contribute to meetings by expressing your point of view;
7. observe parliamentary procedures and consider other's point of view; make constructive suggestions and help the Board make decisions that benefit skaters and the sport of figure skating;
8. serve on committees or working groups as requested and participate in the accomplishment of their objectives;
9. As Chair of committees, or working groups:
 - a) Operate within the committee, or working group terms of reference and refer appropriate matters to the Board of Directors;
 - b) call meetings as necessary until objectives are met;
 - c) ensure notice of meeting is mailed to all members prior to the meeting;
 - d) ensure the agenda and support materials are mailed to all members prior to the meeting;
 - e) conduct the meetings in an orderly, fair, open and efficient manner, ensure discussion is limited to agenda topics and bring the discussion back on track when members stray; encourage quiet and reserved members to speak up and keep one person from monopolizing discussion; make assignments when work needs to be completed; build consensus among members when disagreements arise;
 - f) declare all conflicts of interest related to the objectives of the meeting and refrain from voting on subjects relating to personal conflicts of interest; ensure committee members are given the opportunity to declare all conflicts of interest and refrain from voting as above;
 - g) liaise immediately before and after the meeting with the Vice-Chairman assigned;
 - h) produce and distribute minutes of committee meetings and reports of working group meetings to Board members and meeting members within two weeks after the meeting;
 - i) adhere to approved plans and budgets;
 - j) prepare policy changes as recommendations to the Board.
10. Represent the Section in a positive supportive manner at all times and in all places;
11. Assume Board leadership roles when asked.
12. Keep the Executive Director informed about any concerns from within and/or from outside the skating community that affect the direction and best interests of the sport of skating and the Section;
13. Once the Board establishes policy, the Section office implements policy and carries out administrative tasks associated with policy. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with Board policy;

14. Avoid conflicts of interest between the position of Board Member and your personal life. If such a conflict arises, declare that conflict before the Board and refrain from voting on matters in which you have conflict.
15. Support in a positive manner all actions taken by the Board of Directors even when you are in a minority position, including supportive participation in debate regarding all Board decisions at all venues;
16. Draft motions for consideration before the Board Meeting;
17. Protect the confidentiality of discussions at the Board meeting;
18. Assist, when in attendance, at all major events of the Section, in all activities, and demonstrate support for skaters, sponsors, and event management;
19. Participate in Board self-evaluation programs, Board development, workshops, and other educational events which enhance Board member skills.

I _____ have read and fully understand the roles and responsibilities of the position of Board of Directors and agree to carry out my duties consistent with the expectations as outlined in the above position description. If, for any reason, I find myself unable to carry out the above duties to the best of my abilities, I agree to resign my position as a board member.

Board Members' Signature

Date

Board Member's Name (please print)

SUBMIT TO:

Skate Canada Manitoba

145 Pacific Avenue, Winnipeg, MB R3B 2Z6

Email: skate.admin@sportmanitoba.ca

TERMS OF REFERENCE

VICE CHAIRMAN

OBJECTIVE:

To act as liaison between assigned committees and the Executive Committee and to represent the Section Chairman as required.

RESPONSIBILITY AND AUTHORITY:

To review “Guidelines for Committee Chairman” with incoming board members at the conclusion of the first Board of Directors Meeting immediately following the A.G.M.

To ensure a follow-up meeting with the individual Chairman, prior to June 1st outlining the budget, goals and timelines for the upcoming year.

To act as a liaison between assigned committees and the Executive Committee.

To attend meetings of assigned Committees.

To represent the Section Chairman as requested.

To report to the Section Chairman the outcome of committee meetings.

To ensure recommendations for adjustments to the “Terms of Reference” from the individual Committees are brought to the Executive Committee for consideration and implementations.

Appendix C

NAME _____ **SKATING CLUB:** _____

Address: _____

Email address: _____

Nominated for: Section Chair Director Vice-Chair

Present Office:

Residence:

Occupation:

Club Affiliation:

Involved in Skating (yrs):

Club Involvement:

Region Involvement:

Section Involvement:

Other Volunteer Involvement:

Goals and Objectives or Intent: