



Coaching Association of Canada
Association canadienne des entraîneurs

2451, promenade Riverside
Ottawa (Ontario)
K1H 7X7

613.235.5000
Télécopieur : 613.235.9500

2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

613.235.5000
Fax: 613.235.9500

September 16th 2022

CALL FOR NOMINATIONS: BOARD OF DIRECTORS

National Sport Organization (NSO) Representative

About the Coaching Association of Canada

The Coaching Association of Canada (CAC) unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches. Visit www.coach.ca for more information about coach education and training.

Skills and Experience: You have proven track record in contributing to sport and/ or coaching leadership within the national level of the Canadian Sport System. Your experience and passion as well as your potential will be important in supporting the CAC in the achievement of its mandate. Positive leadership experience as well as potential contribution will be definite assets considered by the Nominating Committee.
Please see Appendix A for a further description.

Beginning in December 2022, the Director will fill a vacancy due to resignation until 2024. The Director may be eligible to serve two additional three-year terms commencing 2024.

Time Commitment: The workload requires three face-to-face Board meetings per year, periodic conference calls, and attendance at the Petro-Canada Sport Leadership sportif Conference. (COVID: In person meetings are being held virtually until further notice as directed by public health guidelines.)

Persons interested in being considered should complete the attached nomination form and attach a brief *résumé*.

Applications to be submitted by email to:
CAC Board – Nominating Committee
hr@coach.ca

The deadline for nominations is **Tuesday October 4th 2022, 5 PM EST.**

Any nomination not confirmed by the CAC as having been received will be deemed not to have been received. Accordingly, please ensure you have clearly designated your email address on your nomination and received confirmation of receipt for the nomination you submit.



Coaching Association of Canada
Association canadienne des entraîneurs

2451, promenade Riverside
Ottawa (Ontario)
K1H 7X7

613.235.5000
Télécopieur : 613.235.9500

2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

613.235.5000
Fax: 613.235.9500

ANNEX A: COMPOSITION OF THE BOARD AND ROLE

The CAC Board of Directors is comprised of 15 Directors as follows:

- 1 Chair
- 1 Federal Government Representative
- 1 Provincial/Territorial (P/T) Government Representative
- 1 Canadian Council of University Physical Education and Kinesiology Administrators (CCUPEKA) Representative
- 1 High Performance Coach Member
- 3 Provincial/Territorial Coaching Representatives
- 3 National Sport Organization (NSO) Members
- 1 Athlete Member (active within 7 years)
- 1 Community Coach Member
- 2 Members-at-Large

Role of the Board of Directors

The board contributes to the organization through its unique role of stewardship and ensuring proper governance.

To distinguish between the board's own unique job and that of the CEO, the board will concentrate its efforts on the following outcomes:

- Providing strategic leadership to partners and stakeholders.
- Establishing a strategic plan that sets out the organization's mission, vision, values, and strategic priorities and monitoring progress against measurable goals.
- Promoting a culture of strong partnerships that supports the profile and credibility of the CAC throughout the Canadian sport system.
- Establishing a brand that reflects the broad mandate of the organization and leads to brand recognition within the Canadian sport community and public at large.
- Appointing, compensating, and evaluating the CEO and ensuring effective succession.
- Ensuring effective oversight of organization management.
- Overview of the renewal and revisions of the mandate agreement.
- Amending the organization's by-laws and presenting them for ratification at a subsequent meeting of the members.
- Establishing financial policies and approving the business plan, budget, financial controls, and financial statements.
- Establishing and monitoring adherence to governance and organization policies.
- Establishing performance indicators and annually evaluating its performance as a board against the same.
- Ensuring the CAC fulfills legal and ethical responsibilities including provisions in the mandate agreement, letters patent, and by-laws.



Coaching Association of Canada
Association canadienne des entraîneurs

2451, promenade Riverside
Ottawa (Ontario)
K1H 7X7

613.235.5000
Télécopieur : 613.235.9500

2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

613.235.5000
Fax: 613.235.9500

CAC Policies, Annual Reports and By-Laws can be found at:
<https://coach.ca/cac-policies-laws-and-reports>

General Characteristics of Board Members

In addition to specific representational requirements, the selection of candidates will be based on desired characteristics such as:

- specific knowledge and skills related to current strategic priorities;
- demonstrated capacity to think and act independently while contributing to team;
- positive leadership experience in an organization in the midst of significant organizational and/or cultural change;
- sound business, professional background, and/or sport background;
- excellent contacts;
- a record of organizational accomplishment and community service;
- coaching experience;
- an understanding of the Canadian sport community and the contribution of coaching and sport leadership education;



Coaching Association of Canada
Association canadienne des entraîneurs

2451, promenade Riverside
Ottawa (Ontario)
K1H 7X7

613.235.5000
Télécopieur : 613.235.9500

2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

613.235.5000
Fax: 613.235.9500

APPENDIX B: NOMINATION FORM

This information will be used for the purpose of your consideration by the Nominating Committee and for contacting you regarding any meetings or information that is sent to you if you are selected.

Please return the application form and a copy of your résumé to:

I. PERSONAL INFORMATION OF CANDIDATE

Name _____

Address _____

Click or tap here to enter text.

(#) (Street) (Apartment)

(City) (Province) (Postal Code)

(Tel) (e-mail)

The CAC is committed to diverse representation and to including voices that are reflective of society and of our sport community. We encourage candidates to indicate (voluntarily) on their application if they associate with a representative group. Consideration will also be made with respect to geographical location and both official languages.

| | |
|--|--|
| Please check if you are a Francophone | <input type="checkbox"/> |
| Please check if you are an Anglophone | <input type="checkbox"/> |
| Please check if you are bilingual (English/French) | <input type="checkbox"/> |
| Please identify if you speak additional languages | <input type="checkbox"/> Please specify (optional): _____ |
| Please check if you are an Indigenous person | <input type="checkbox"/> |
| Please identify gender | <input type="checkbox"/> specify (optional): _____ |
| Please check if you identify as a visible minority | <input type="checkbox"/> Please specify (optional): ____ |
| Please check if you identify otherwise as a minority | <input type="checkbox"/> Please specify (optional): _____ |



Coaching Association of Canada
Association canadienne des entraîneurs

2451, promenade Riverside
Ottawa (Ontario)
K1H 7X7

613.235.5000
Télécopieur : 613.235.9500

2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

613.235.5000
Fax: 613.235.9500

II. SUMMARY OF EXPERIENCE

| |
|--|
| <p>CAREER (List your 3 most recent positions of employment)</p> <ul style="list-style-type: none"> ▪ Click or tap here to enter text. ▪ |
| <p>INVOLVEMENT IN <u>SPORT</u> COMMUNITY (Provincial, National, International) (List your 4 most significant contributions)</p> <ul style="list-style-type: none"> ▪ Click or tap here to enter text. ▪ Click or tap here to enter text. ▪ Click or tap here to enter text. ▪ |
| <p>INVOLVEMENT IN COMMUNITY (Municipal, Provincial, National) (List your 4 most significant contributions)</p> <ul style="list-style-type: none"> ▪ Click or tap here to enter text. ▪ Click or tap here to enter text. ▪ Click or tap here to enter text. ▪ Click or tap here to enter text. ▪ Click or tap here to enter text. |
| <p>BOARD EXPERIENCE, if applicable (not-for-profit, for-profit, crown)</p> <ul style="list-style-type: none"> ▪ Click or tap here to enter text. ▪ Click or tap here to enter text. ▪ Click or tap here to enter text. ▪ Click or tap here to enter text. |
| <p>OTHER (e.g. achievements/awards/previous involvement with the CAC)</p> <ul style="list-style-type: none"> ▪) ▪ Click or tap here to enter text. ▪) ▪) |

- Please attach a résumé for use by the Nominating Committee during its deliberations.
- Please provide two references.



Coaching Association of Canada
Association canadienne des entraîneurs

2451, promenade Riverside
Ottawa (Ontario)
K1H 7X7

613.235.5000
Télécopieur : 613.235.9500

2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

613.235.5000
Fax: 613.235.9500



Coaching Association of Canada
Association canadienne des entraîneurs

2451, promenade Riverside
Ottawa (Ontario)
K1H 7X7

613.235.5000
Télécopieur : 613.235.9500

2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

613.235.5000
Fax: 613.235.9500

III. **EXPERTISE**

Please identify your area(s) of strength you would be able to bring to the CAC.

Please check the box(es) that apply, or leave blank, as applicable.

| | Level of strength | |
|--|--------------------------|--------------------------|
| | Leading/ Advanced | Good/ Developin g |
| Sports - Coaching | <input type="checkbox"/> | <input type="checkbox"/> |
| Senior Executive Leadership Sports - Athlete | <input type="checkbox"/> | <input type="checkbox"/> |
| Sports – Athlete (National / International) | <input type="checkbox"/> | <input type="checkbox"/> |
| Sports – Management | <input type="checkbox"/> | <input type="checkbox"/> |
| Human Resources | <input type="checkbox"/> | <input type="checkbox"/> |
| Communication & Stakeholder Relations | <input type="checkbox"/> | <input type="checkbox"/> |
| Financial Literacy | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk Management, Oversight | <input type="checkbox"/> | <input type="checkbox"/> |
| International Sports or Business | <input type="checkbox"/> | <input type="checkbox"/> |
| Corporate Governance | <input type="checkbox"/> | <input type="checkbox"/> |
| Information Technology (digital/cyber) | <input type="checkbox"/> | <input type="checkbox"/> |
| NFP Board Experience | <input type="checkbox"/> | <input type="checkbox"/> |
| Corporate Board Experience | <input type="checkbox"/> | <input type="checkbox"/> |
| Professional Accounting or Financial Designation | <input type="checkbox"/> | <input type="checkbox"/> |
| Legal | <input type="checkbox"/> | <input type="checkbox"/> |
| Innovation | <input type="checkbox"/> | <input type="checkbox"/> |
| Government Advocacy & Lobbying | <input type="checkbox"/> | <input type="checkbox"/> |

For each area marked above, please provide a brief description of your expertise.

Please identify areas of interest for personal / professional growth that are of interest.



Coaching Association of Canada
Association canadienne des entraîneurs

2451, promenade Riverside
Ottawa (Ontario)
K1H 7X7

613.235.5000
Télécopieur : 613.235.9500

2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

613.235.5000
Fax: 613.235.9500



Coaching Association of Canada
Association canadienne des entraîneurs

2451, promenade Riverside
Ottawa (Ontario)
K1H 7X7

613.235.5000
Télécopieur : 613.235.9500

2451 Riverside Drive
Ottawa, Ontario
K1H 7X7

613.235.5000
Fax: 613.235.9500

V. BACKGROUND INFORMATION

It is imperative that the CAC provides a positive and safe environment for all those working and volunteering at the CAC. It is also critical for the protection of the reputation of the CAC that the directors meet certain threshold criteria.

Please read the following declarations carefully and if required provide full details. If you are in any doubt, please include all relevant details and declare all matters, regardless of whether they have previously been brought to the CAC's attention and regardless of whether they occurred in Canada or elsewhere.

- be at least eighteen (18) years of age;
- not have been declared incapable by a court in Canada or in another country;
- not have the status of a bankrupt; and
- not be an "ineligible individual" as that term is defined in the (Canada) Income Tax Act, unless otherwise determined by the Board.

- I am not aware of any conflict of interest or other reason that would preclude me from being considered for nomination as a director of the CAC;
- There is no additional information which should be brought to the attention of the CAC that might call into question my ability to serve effectively as a director or a committee member of the CAC or might otherwise negatively reflect on the CAC;
- I agree that I am fully responsible to ensure that I communicate any changes to any information, as listed above and otherwise as soon as I become aware of them.

VII. ACKNOWLEDGEMENT AND UNDERTAKING

- I do hereby declare to the best of my knowledge and belief that the information I have provided on this Nomination Form, including all Schedules thereto, is true.

Candidate Signature:

Date: