



Coaching Association of Canada
Association canadienne des entraîneurs

2451, promenade Riverside
Ottawa (Ontario)
K1H 7X7

613.235.5000
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CALL FOR NOMINATIONS: CAC Board of Directors

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.

About the Member-at-Large Position (1 position available)

You have proven track record of contributing to sport and coaching at the community/provincial/territorial and/or national levels of the Canadian Sport System. Your experience and passion as well as your potential will be important in the stewardship of the CAC to achieve its mandate. You are inspired by learning and development and demonstrate an active commitment to growth and development. You are a collaborator who enjoys strategy and aspires to support CAC's vision of *Inspiring A Nation Through Sport*.

You are aligned with CAC Values:

- **We Seek to Understand**
Endeavour to know our community. Listen with purpose.
- **We Cultivate Inclusion**
Welcome diversity. Celebrate differences. Nurture a united sport family.
- **We Are Curious**
Innovate for the future of coaching. Continue to learn and grow.
- **We Act with Courage**
Embrace challenges. Take informed risks. Adversity makes us stronger.
- **We Lead and Serve with Gratitude**
Act with a gracious heart. Inspired by the opportunity to shape coaching in Canada.

Please see Appendix A for a further description of the composition and role of the Board of Directors.

Term: Beginning in June 2023, the Director will complete a vacancy and then serve a three-year term. The Director is eligible to serve an additional term.

Time Commitment: The Board meets three times a year in person. Additional periodic conference calls, and attendance at the Sport Leadership sportif Conference.



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Application Process

- Please provide a maximum 2-page profile, which includes the following:
 - Name, address, daytime and evening phone numbers, email address, best contact time
 - Reason for expression of interest, what you feel you can contribute to the CAC
 - Skills, education, certification, and experience related to the position
 - Sport/community/business accomplishments
- A copy of your Curriculum Vitae
- A list of references

Application deadline is April 10th, 5pm Ottawa time submitted by email to:
CAC Board – Nominating Committee

hr@coach.ca

The CAC is committed to creating an inclusive and diverse environment. All qualified applicants will receive consideration without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.



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Composition of Board

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.
- Ensuring effective oversight of organization management including financial controls.
- Amending the organization's by-laws and presenting them for ratification at a subsequent meeting of the members.
- Establishing and monitoring adherence to governance and organization policies.
- Establishing performance indicators and annually evaluating its performance as a board against the same.
- Ensuring effective succession.
- Ensuring the CAC fulfills legal and ethical responsibilities including provisions in the mandate agreement, letters patent, and by-laws.



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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;



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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	Click or tap here to enter text.		
Address	Click or tap here to enter text.		Click or tap here to enter text.
	(#)	(Street)	(Apartment)
	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
	(City)	(Province)	(Postal Code)
	Click or tap here to enter text.	Click or tap here to enter text.	
	(Tel)	(e-mail)	

The CAC is committed to diverse representation and to ensuring an equitable gender representation in order to include 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
- Please check if you are an Anglophone
- Please check if you are bilingual (English/French)
- Please identify if you speak additional languages Please specify (optional): _____
- Please check if you are an Indigenous person
- Please identify gender Please specify (optional): _____
- Please check if you identify as a visible minority Please specify (optional): _____
- Please check if you identify otherwise as a minority Please specify (optional): _____



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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. ▪ Click or tap here to enter text. ▪ 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. ▪ 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. ▪ Click or tap here to enter text. ▪ Click or tap here to enter text. ▪ Click or tap here to enter text.

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



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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/ Developing
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.

Click or tap here to enter text.



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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. I agree that I will consent to the UCCMS: [Executive Summary UCCMS Informed Consent Form EN.pdf \(sportintegritycommissioner.ca\)](#)

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: Click or tap to enter a date.