



**St. Albert Ringette Association (“SARA”)
Nominations Procedures**

TABLE OF CONTENTS

Nominations Committee Terms of Reference.....	3
Nominations Policy.....	5
Call For Directors	7

Nominations Committee Terms of Reference

- Name:** Nominations Committee
- Composition:** The Committee will consist of four (4) individuals appointed by the Board of Directors and will include a minimum of one (1) Director who is not subject to election. The other three individuals will be members of the SARA. Individuals who are interested in being elected or re-elected to the Board of Directors must not be appointed to the Committee.
- Chair:** The Chair of the Committee will be appointed by the Board.
- Purpose:** The Nominations Committee's overall responsibility is to seek, identify and recruit qualified and skilled individuals capable of providing effective governance leadership to the Board of Directors.
- Term:** Members of the Committee will serve a term from appointment to the next Annual Meeting at which elections are held. Members of the Committee may be re-appointed.
- Meetings:** The Committee will meet as required. Meetings will be held at the call of the Chair or of two Committee Members.
- Quorum:** A majority of Committee Members.
- Voting:** Each Committee Member will be entitled to one (1) vote. At all meetings of the Committee, every motion will be determined by an Ordinary Resolution of the votes cast. In the event of a tie vote, the motion is defeated.
- Reporting:** When requested by the Board, the Committee will report on all of its actions and proceedings via the Chair. Minutes of meetings of the Committee must be available to be submitted to the Board within thirty (30) days following a meeting.
- Expenditures:** The Committee will receive resources from the SARA to fulfill its mandate. The Committee may, from time to time, request and receive administrative support.
- Removal:** The Board may remove any member of the Committee. When a position on the Committee is vacant, the position will remain vacant until the Board appoints a person to fill the vacancy for the remainder of the term.
- Responsibilities:** The Committee will perform the following key duties:
- Seek, identify, and recruit qualified individuals to stand for election as Directors. In addition to seeking candidates through the usual networking channels within the sport community, the Committee will also issue an open call for nominations through promotional efforts including, but not limited to, press releases, the SARA's website, other online services where suitable, and advertisements in local newspapers.
 - Distribute the **Call for Directors**.
 - Ensure that candidates for election meet the qualifications and eligibility requirements to serve as a Director and that they have fulfilled any additional requirements, including those described in the **Nominations Policy**.

- Support diversity of the Board about gender identity, age, language, ethnicity, professional backgrounds, and personal experiences.
- Consider the specific and desired competencies required on the Board when soliciting nominations.
- Prior to each election, review the **Nomination Form** .
- Oversee all aspects of the election procedures leading up to and at the Annual Meeting, including identifying and enforcing specific timelines and any other administrative requirements.
- Identify individuals for future nomination as Directors as well as any rejected candidates and maintain this information for use by future Nominations Committees.
- Carry out these duties in a manner that encourages a long-term view of Board succession planning.
- Such additional duties as may be delegated to the Committee by the Board from time to time.

Approval Date: Terms of Reference approved by the Board of Directors via electronic vote August 2023

Nominations Policy

Purpose

1. The Board of Directors may appoint a Nominations Committee that has responsibilities as defined in the Nominations Committee Terms of Reference. The purpose of this Policy is to support the Nominations Committee in defining and implementing its responsibilities, as well as inform individuals about the process to be eligible and nominated for a position as a Director.

Application

2. This Policy applies to the SARA, the Nominations Committee, and any individual wishing to be nominated for a position as a Director with the SARA.

Solicitation of Nominations

3. The Nominations Committee will seek, identify, and recruit eligible individuals to stand for election as Directors by seeking candidates through:
 - a) The usual SARA networking channels; and
 - b) An open call for nominations through promotional efforts, including, but not limited to, press releases, the SARA website, other online services where suitable, and advertisements in newspapers or via social media.
4. The Nominations Committee may also approach eligible individuals to determine their interest in serving as a Director.
5. The Nominations Committee will also appoint a contact person from amongst its members who can answer questions about the nomination process and the role of a Director.

Eligibility

6. To be eligible for election as a Director, an individual must:
 - a) Be eighteen (18) years of age or older;
 - b) Have the power under law to contract;
 - c) Not have ever been removed from the Board of Directors within the previous two (2) calendar years; and
 - d) Have not been declared incapable by a court in Canada or in another country.

Nomination of Candidates

7. Individuals can submit nominations to the Nominations Committee so long as the **Nomination Form** is submitted before the final deadline and acknowledged by the individual that is being nominated.
8. Incumbent Directors are not required to submit a Candidate Application Form but must inform the Nominations Committee in writing when they intend to stand for re-election.

Review of Nominees

9. The Nominations Committee will review each **Nomination Form** and ensure that the individual is eligible, to assess their skills, attributes, education and experience, and compare the assessment with the particular skills that are desired for a Director. The Nominations Committee may further engage in a personal interview of the applicant, in-person, electronically or via telephone.
10. Nominees who the Nominations Committee believe are ineligible will be given the opportunity to demonstrate their eligibility. The Nominations Committee will decide the eligibility of any nominee whose eligibility is in question by majority vote.

11. The Nominations Committee will make a final report to the Members before any meeting of the Members at which an election occurs that may identify their preferred slate of nominees. The Nominations Committee may not prevent a candidate from running unless the candidate is ineligible.

Timelines

12. The Nominations Committee will identify a deadline for the submissions of nominations and identify further deadlines indicating opportunities for candidates to submit campaign material. All timelines will be described in the **Nomination Form**.

Role of Candidates

Campaign Material

13. Once the Nominations Committee confirms the nominee's eligibility, the nominee may begin to inform individuals and organizations that they are running for election.. Nominees may consider preparing the following:

- A **campaign platform** describing what the nominee would like to do to further the objectives of the SARA – this material may be as detailed or specific as the nominee desires
- A **biography** of the nominee (maximum 300 words)
- **Testimonials/references** from other organizations or other individuals

14. The Board will make the above material (if submitted) available to the Members, via posting on the SARA website, prior to the election on a date determined by the Nominations Committee.

15. Nominees may also be permitted to give a short speech at the Annual General Meeting in support of their platform and their candidacy. Speeches should be kept to a maximum of two minutes.

Call For Directors

What is the St. Albert Ringette Association (“SARA”)?

1. The SARA is a local ringette association in Alberta. The SARA collaborates with partners and members to provide a safe, positive, and progressive sport environment.

How is the Board of Directors structured?

2. The Board of Directors consists of a maximum of nine (9) Directors.

Responsibilities

3. The Directors have the responsibility for setting directions, establishing policy, and overseeing the activities of the organization. More specifically, Directors must:

- Support the objectives and activities of the organization.
- Read and understand the financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
- Attend meetings of the Board and actively participate in decision-making.
- Share their areas of expertise with the Board.
- Be an advocate and ambassador for the organization.
- Obtain various means of support for the organization, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
- Fulfill the duties of care, obedience and loyalty to the organization.
- Participate in regular assessments to improve Board performance.
- Participate in strategic planning activities.
- Prioritize and monitor programs and services.
- Work to develop new leadership and recommend potential Directors to the Nominations Committee.
- Avoid conflicts of interest.
- Participate in the organization’s conferences and meetings.
- Be a mature self starter with patience, common sense, and self-control
- Be eighteen (18) years of age and a member in good standing.
- Act as a Representatives of the St. Albert Ringette Association, and shall act accordingly including confidentially when required.
- Participate in the SARA screening policy as required.
- Check emails and respond in a timely fashion. Complete duties and tasks as required.
- Be able to liaise well with the SARA Board, Coordinators, Team Staff, Parents, Athletes, and Officials.
- Be respectful of all volunteers and be a team player.
- Understand that experience is not required for all positions, however, they must be open minded and able to accept guidance and direction as needed.
- Shall familiarize themselves with the SARA Bylaws and Policies.
- Shall encourage volunteerism from the Membership throughout the season, and promote open Board Positions leading up to the AGM

Time Commitment

4. The SARA holds a minimum of six (6) meetings of the Board per year.

Term of Office

5. Directors serve a term of two years – except for the Director-at-Large who serves a term of one year.

Eligibility

6. To be eligible for election as a Director, an individual must:
- Be eighteen (18) years of age or older;
 - Have the power under law to contract; and
 - Have not been declared incapable by a court in Canada or in another country.

How will Board members be selected?

7. Directors are elected in accordance with the SARA's By-laws.

Who is qualified to be a Director?

8. Directors should possess a majority of the following General Attributes and more than one of the Specific Skills:

General Attributes:

- Knowledge of ringette
- Board experience with a governance board
- Policy Development
- Team player
- Business Acumen

Specific Skills:

- Leadership
- Funds Development
- Legal
- Human Resources Management
- Entrepreneurship
- Political Capital
- Government Relations
- Accounting & Finance
- Strategic Change Management
- Marketing/Communications
- Local Sport Perspective

Nominations

9. All individuals wishing to run for a position as a Director, excluding all current Directors who may simply declare their interest in running without nomination, will be subject to nomination which requires the submission of a signed **Candidate Application Form** and supporting materials by the application deadline.
10. The Nominations Committee will conduct due diligence by reviewing the nominee's qualifications, the required skills and attributes, potential conflict of interests or other significant matters which would preclude the nominee from successfully fulfilling the duties of a Director.

What information will be required to support each application?

11. Each nominee must complete a nomination form online.

What is the deadline for submitting applications?

12. Applications may be submitted via online google form no later than 7:00pm five (5) days prior to the Annual Meeting.

Modification History

Date	Nature of Change
August 2023	Approved in full to replace previous related policies and procedures