



## IMPORTANT NOTICE – CALL FOR NOMINATIONS

### The BOARD OF DIRECTORS OF THE PROVINCIAL SPORT ORGANIZATIONS COUNCIL (operating as “SPORT4ONTARIO”)

In accordance with the provisions of Articles 3.43, 3.44 and 3.10 of By-Law 1 of The Provincial Sport Organizations Council, operating as SPORT4ONTARIO, the Nominating Committee invites nominations for the following positions on the Board of Directors:

Three (3) only Directors – 2 year term – Executive Director/CEO or staff designate

Three (3) only Directors – 2 year term – Volunteer Chair/President or volunteer designate

Please note that the following three (3) Directors will complete their respective terms as Directors at the upcoming **2010 Annual General Meeting** scheduled to take place on **September 8, 2010** and are eligible to stand for re-election. In addition, there are three vacant volunteer positions.

Margaret Emin (Volunteer)

Ilene Watt (Volunteer)

Cathy Vincelli (Staff)

Of these, Margaret Emin and Ilene Watt are prepared to stand for re-election for a subsequent two-year term.

#### **Nominations:**

- Nominations must be submitted by Members to the Nominating Committee Chair *fifteen (15) days* prior to the Annual General Meeting (Article 3.10 (b))
- Nominations must be received in writing via mail, courier, hand delivery or fax before midnight on *Tuesday, August 24, 2010*
- Nominations must be endorsed by the Board of Directors of the nominating Member Organization.
- Nominees must be a member of a Member Organization in good standing for the year 2010. (Article 3.8)



- Self-nominations, endorsed by the respective Member Organization, shall be accepted.

**2010 Annual General Meeting details:**

Date: Wednesday, September 8, 2010  
Time: 12:00 Noon Eastern Standard Time  
Location: Boardroom 3 and 4, 3 Concorde Gate, Toronto, ON M3C 3N7

Nominees will be expected to address the Annual General Meeting attendees with respect to their candidacy, qualifications and/or particular areas of interest within the Ontario sport sector.

**Attachments:**

To view all relevant documents including the complete Nomination Package, Director Nomination Form and Directors' Roles and Responsibilities, please go to our 2010 Annual General Meeting dedicated [webpage](#).

**Nominations:**

Please forward all **nominations and nominee profiles** by fax or mail **before midnight on Tuesday, August 24, 2010** to the attention of **Mike Beaton, Chair of the Nominating Committee, SPORT4ONTARIO office as follows:**

By mail, courier or hand delivery to: 102-3 Concorde Gate, Toronto, ON M3C 3N7  
By fax to: 416 426-7326

If you have any questions or wish to discuss the Call for Nominations further, please contact any of the following Nominating Committee members:

Mike Beaton	(416) 426-7205
Jim Crosscombe	(416) 426-7243
Derek Vantor	(416) 426-7001

Dated this 9<sup>th</sup> day of August 2010, Toronto, Ontario,

Mike Beaton  
Chair, Nominating Committee  
SPORT4ONTARIO





## NOMINEE PROFILE

Nominee Name: \_\_\_\_\_

Member Organization: \_\_\_\_\_

### **Please share your skills, expertise and interests below:**

1. What particular skills complement your experience? (Please check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Financial                    | <input type="checkbox"/> Legal                           |
| <input type="checkbox"/> Member Services              | <input type="checkbox"/> Marketing and Communication     |
| <input type="checkbox"/> Grant Writing                | <input type="checkbox"/> Policy Development and Analysis |
| <input type="checkbox"/> Advocacy                     | <input type="checkbox"/> Collaboration                   |
| <input type="checkbox"/> Risk Management              | <input type="checkbox"/> Governance                      |
| <input type="checkbox"/> Other (please specify) _____ |  |

2. Do you have a particular area of interest or interests? (Please check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Public Affairs                              | <input type="checkbox"/> Risk Management     |
| <input type="checkbox"/> Governance                                  | <input type="checkbox"/> Sponsorship         |
| <input type="checkbox"/> Developing Collaborative Partnerships       | <input type="checkbox"/> Program development |
| <input type="checkbox"/> Enhancing Member Benefits                   |  |
| <input type="checkbox"/> Relationship Building with Key Stakeholders |  |
| <input type="checkbox"/> Other (please specify) _____                |  |

3. What would you like to accomplish in your term of a SPORT4ONTARIO Director? (50 words or less)

Please note: All nominations must be received in the SPORT4ONTARIO office by midnight on  
Tuesday, August 24, 2010.

Please forward to the attention of Mike Beaton, Chair of the Nominating Committee, SPORT4ONTARIO office by fax to  
416 426-7326 or by mail, courier or hand delivery to 102-3 Concorde Gate, Toronto, ON M3C 3N7



## **BOARD OF DIRECTORS ROLES, RESPONSIBILITIES and GENERAL INFORMATION**

The Provincial Sport Organizations Council (operating as “SPORT4ONTARIO” and herein referred to as SPORT4ONTARIO) encourages Active Members who are interested in serving on its Board of Directors to speak with a member of the Nominating Committee.

### ***Background Information:***

SPORT4ONTARIO is a not-for-profit organization incorporated in the Province of Ontario in 1998.

SPORT4ONTARIO represents the collective interests of its membership and other key stakeholders.

SPORT4ONTARIO is committed to working with the public and private sector and both existing and identified partners to assist in strengthening the sport and physical activity sector in Ontario.

SPORT4ONTARIO has a sound governance structure and a by-law which conforms to the Ontario Corporations Act for not-for-profit associations. This board model incorporates the following:

- Twelve (12) elected Directors.
- Staggered two (2) year terms for Directors (Article 3.15)
- A vacancy on the Board of Directors may be filled by a majority vote of the Board of Directors until the next Annual General Meeting (Article 3.16).
- The officers, i.e. the Chair, Vice-Chair, Secretary and Treasurer shall be appointed at the first meeting of the Board of Directors after the Annual General Meeting (“AGM”) to hold office until the first AGM after their election or until their successors shall have been appointed. (Article 3.34)
- The terms of the Officers will be for one year (Article 3.36)

### ***The Role of the SPORT4ONTARIO Board of Directors***

The Board is responsible for determining policy; for protecting the long-term growth and health of the Council; for monitoring and evaluating the goals of the Council; for approving the budget and for authorizing and taking responsibility for the sustainability of the organization.

### ***Level of Authority***

The Board shall be responsible for “ultimate corporate accountability” and shall be the final decision-maker on all issues.



### ***Board Functions and Responsibility***

Board functions include but are not limited to:

- Strategic Planning
- Financial Management
- Organization Mission and Long Term Goals
- Human Resource Management
- Management of Committees

Key Responsibilities include but are not limited to:

- Policy Creation and Implementation
- Evaluation of Programs
- Approval of Budgets
- Community Relations
- Personnel Performance Appraisal and Hiring
- Approval of Financial Statements
- Chair standing or ad-hoc committees as required

### ***Board Composition***

The Board shall be comprised of individuals who have:

- An interest in the development and growth of amateur sport in Ontario.
- An awareness of the issues within the sport and physical activity sector.
- A commitment to the membership and to SPORT4ONTARIO's mission, goals and objectives.
- Strong leadership skills.
- The ability to assist in the development of governance and organizational strategies, policies and practices.
- The capability and the enthusiasm to cope with changing values in sport and their implications for the vision and future of SPORT4ONTARIO.
- The ability to deal assertively in the deliberation of issues pertaining to the organization's values and vision.
- The ability to work in a team environment and a willingness to delegate and allow others to make decisions.



### **Minimum Requirements**

Candidates must be a Member in Good Standing of a Member Organization in Good Standing of the SPORT4ONTARIO, and, at a minimum, should have the following attributes:

- A demonstrated interest in SPORT4ONTARIO's goals and objectives.
- Specific experience, interest in and /or knowledge of at least one area of SPORT4ONTARIO's operations: administration, finance, human resources, program development and delivery, marketing and/or public relations.
- Commitment to attend Board meetings, to serve as Board Liaison to at least one Committee and to participate in the required SPORT4ONTARIO activities.
- A willingness to participate in Board orientation and training activities and to adhere to Board duties and responsibilities as outlined in the by-laws.
- Any individual who is 18 years of age or older, who has the power under law to contract, who is a member and a director in good standing or the senior staff of an active member in good standing of the corporation, may be nominated for election as a Director. (Article 3.8)

### **Additional Requirements**

Once elected, Directors are required to sign SPORT4ONTARIO's Code of Conduct, Confidentiality Agreement and Conflict of Interest Guidelines.

### **Time Commitment**

Members of the Board are expected to attend, to the greatest extent possible, all Board and Membership Meetings and specific events important to the promotion of the Council, including, but not limited to:

- |  |  |
|--|--|
| • Board Meetings                       | 8 + meetings annually                          |
| • Annual Membership Meetings           | Minimum of one (1) meeting annually            |
| • Committee Meetings                   | As per respective committee terms of reference |
| • SPORT4ONTARIO Lunch 'n' Learn Forums | Held monthly save September                    |
| • Professional Development Events      | As scheduled                                   |
| • Special Events                       | As scheduled                                   |

### **Length of Term**

Elected Directors will serve terms of two years and will hold office until their successors have been duly elected in accordance with By-law 1, unless they resign, are removed from or vacate their office. The terms of elected Directors will be staggered by electing half of the Directors at each Annual General Meeting. (Article 3.15)



### ***Compensation Level***

SPORT4ONTARIO Board Members do not receive wages, stipends or honorariums. Compensation for reasonable expenses incurred during the performance of Board and/or SPORT4ONTARIO duties or functions shall be provided.

### ***Election Process***

Nomination for election to the SPORT4ONTARIO Board of Directors can be achieved by:

1. Recruitment and/or presentation to membership via the Nominations Committee.
2. Nominations from the floor at the Annual General Meeting of Members.

**Note:** According to By-law 1, Article 3.16, where the position of a Director becomes vacant for whatever reason, the Board may appoint an individual by majority vote to fill the vacancy until such time as a Director is elected or appointed in accordance with By-law 1.

### ***Next Steps***

If the proposed candidate meets the Minimum Requirements, he/she must express his/her interest in running for election to the Nominating Committee. The proposed candidate must then:

1. Complete and forward the "Board of Directors Nomination Form" to the Nominating Committee Chair
2. Speak to a member of the Nominating Committee.
3. Consent to being identified on the Slate of Directors for the next Annual General Meeting of Members to be circulated to the Membership.
4. Attend the next Annual General Meeting of Members.
5. Be prepared to stand for election at said Annual General Meeting of Members.
6. Be prepared to serve on the New Board of Directors to be approved by the Membership at the Annual General Meeting of Members.