



Ringette Canada is seeking volunteers to serve on its Board of Directors for terms beginning September 2020.

For the upcoming year there will be three (3) positions up for election at the Ringette Canada Annual General Meeting. These are three (3) Directors at large positions.

Ringette Canada Directors will be elected to the Board for a three-year term.

These openings will be filled by persons having expertise in the competency areas outlined in the attached Board Information Package.

Interested individuals are encouraged to complete the Candidate Qualification Form at the following link outlining their interest and experience as defined in the attached Board Information Package.

Interested individuals please complete Candidate Qualification Form:
<http://tiny.cc/eptksz>

The completed form must be received by Ringette Canada through the google link provided above no later than **August 14, 2020 at 17h00 (EDT)**. Any questions can be sent to ringette@ringette.ca



BOARD OF DIRECTORS INFORMATION PACKAGE

(Revised July 2020)

OUR MISSION: Ringette Canada is the national sport organization that governs, promotes, and leads the development of ringette.

OUR VISION: To be the world leader in growing ringette.

OUR VALUES: Ringette Canada has defined a core set of business values to enhance our work and strengthen our relationships. The following business values, along with our adherence to the True Sport principles, reflect our passion for, and our shared commitment to the sport of ringette. Ringette Canada and the National Ringette League are True Sport members and adhere to the [True Sport principles \[pdf\]](#). More information on the True Sport Movement can be found at www.truesportpur.ca

WE BELIEVE IN:

- **Innovation:** We invest wisely. We take chances and manage risks. We are stewards of the game.
- **Collaboration:** We are in this together. We include diverse perspective to enrich our experience. We purposefully create a safe and welcoming work environment.
- **Accountability:** When we live our values, we manage and lead with integrity. We operate with transparency and communicate proactively. We take responsibility for our actions and learn from our mistakes.
- **Respect:** For the game. For the rules. For our heritage. For each other.
- **Excellence:** We demand quality. We offer world leading programs and services. We bring our best to each situation.

[Ringette Canada Strategic Plan \[pdf\]](#)

QUALIFICATIONS AND CORE COMPETENCIES OF ELECTED OFFICERS

Directors shall fulfill all requirements of the *Canada Not-for-Profit Corporations Act* and further, shall be a resident of Canada and of legal age.

Directors of Ringette Canada commit themselves to ethical, businesslike and lawful conduct, including proper use of authority and decorum when acting as Board members. Accordingly, Directors must be able to represent non-conflicted loyalty to the interests of all Ringette Canada members. This accountability supersedes any conflicting loyalty such as to advocacy or interest groups, and membership on other boards. It also supersedes the personal interest of any Director acting as a consumer of Ringette Canada's services, or having a family member who is a consumer of Ringette Canada services.

Directors will be recruited based upon their demonstrated ability to contribute significantly to the leadership of Ringette Canada and to fulfill their statutory fiduciary responsibilities. The core competencies that ideally will be reflected in the Board as a whole are:

- ✓ Sponsorship;
- ✓ Marketing;
- ✓ Media, media relations and communications;
- ✓ Accounting;
- ✓ Governance and Strategic Planning for Not-for-profit organizations;
- ✓ Business and corporate experience, including expertise in financial management along with



- business analysis;
- ✓ Expertise in amateur sport;
 - ✓ Human resources management;
 - ✓ Legal and risk management experience;
 - ✓ Project Management experience; and
 - ✓ Demonstrated leadership skills in the non-profit sector or other endeavors.

All candidates for election as a Director will complete and submit a Candidate Qualification Form. Please note that in an effort to select the most suitable candidates for the positions, all aspects of the Qualification Form should be completed. During the screening of the forms please note that a weighted methodology may be used.

Ringette Canada has also prepared a Board Orientation Manual to help guide new Board members, and also give those who may be interested in joining the Board a glimpse into the overall governance model of Ringette Canada. Interest candidates are encouraged to review it at the following link:

https://www.ringette.ca/wp-content/uploads/2018/11/Board-Orientation-Manual-English_FINAL-November-2018.pdf

Additional information on the Ringette Canada governance model can be found at Attachment "A".



Attachment A

Ringette Canada Board Information Package

Background

In 2006-07 the Board of Directors of Ringette Canada changed from an operational board to a policy governance board, following the precepts of the “Carver” model. This change resulted in an elected Board as outlined in the Ringette Canada By-laws. This change also resulted in a better understanding of the role of the Board member with the emphasis on the operations of the non-profit organization shifting from Board control to staff (Executive Director) control.

Composition

The Board of Directors is composed of the President, seven (7) directors-at-large and one (1) athlete director. There shall not be less than five (5) members of the Board of Directors. All of these positions are elected positions, as per the Ringette Canada By-Laws. <https://bit.ly/2Kyjbk8>

Qualifications

A Director must be an individual with power under law to contract and who resides in Canada. Individuals with the following attributes are disqualified from serving as a director:

- Anyone less than 18 years of age
- Anyone who has been declared incapable by a court in Canada or another country
- A person who is not an individual, and
- A person who has the status of a bankrupt.

A person eligible for **Athlete Director** is limited to an individual who is currently or was within the past three (3) years prior to being appointed or elected as the Athlete Director, a registered ringette athlete.

Roles, Responsibilities & Powers

Many prospective Board members currently serve, or have served in the past, on boards of organizations, and each comes to Ringette Canada with personal experiences and perceptions of how a board operates. In many instances, the direct involvement with a strictly “policy governance board” is limited and takes some getting used to.

Under the By-laws the powers of board members are general:

- Establish and regulate committees
- Direct and evaluate the performance of the Executive Director
- Exercise financial control of the affairs of Ringette Canada
- Prescribe such fees and assessments on Members and participants as it may deem necessary
- Receive and act upon complaints registered by Members and participants
- Make policies, procedures, rules and regulations to manage the affairs of Ringette Canada
- Employ or engage under contract, people who will carry out the work of Ringette Canada
- Perform any other duties from time to time as may be in the best interests of Ringette Canada.



Remuneration

Directors receive no financial compensation for their participation however, are entitled to be reimbursed for their travelling and other expenses incurred in the course of engaging in their role as a Director.

Meetings

The Board is obligated to meet at least two times per year, however traditionally there are two face-to-face meetings per year, and one to three webinar/teleconference meetings on the basis of the fiscal year running from May 1 through to April 30. Depending on the circumstances, these meetings usually occur in September (prior to and in conjunction with the Annual Meeting- of the Ringette Canada Membership); in November or January and includes the newly elected directors; in February; in late April; and in June. The current schedule for face-to-face meetings has Board members arriving in time for a Friday meeting, all day Saturday, and Sunday morning, leaving in the afternoon to return home. The timing of the September meeting is determined by the timing and date of the Annual Meeting, while the other meetings are determined by the Board at the previous meeting. The 2020 Ringette Canada AGM and Conference will be held in September 2020 (exact date TBD).

In addition to the identified meetings, circumstances may dictate the need for webinars/conference calls for specific issues. These webinars/conference calls are arranged by the Ringette Canada office and the timing is determined by the availability of the Directors. A quorum is a simple majority of the number of Directors holding office.

Travel to/from the Board meetings is arranged by the Ringette Canada office, and accommodations and meals are covered by Ringette Canada (accommodations are single occupancy).

Issues

Many topics are on the agenda of the Board from time to time. Currently the following items are part of the discussion (in no particular order):

- Monitoring of Ringette Canada's Key Performance Indicators in conjunction with the renewal of the Ringette Canada Strategic Plan;
 - Completion of the transition to a policy governance model;
 - Review of policies (current requirement is that each policy be reviewed at least every three years to ensure relevance remains and policy is up-to-date);
 - Growth of ringette throughout Canada;
 - Event hosting policy and event hosting selection;
 - Marketing and sponsorship opportunities for ringette;
 - Review and monitoring of Ringette Canada's financial statements;
 - Addressing issues related to the effective conduct of Ringette Canada from a leadership and oversight capacity;
 - Support to the Executive Director regarding human resource issues and any board level challenges requiring discussion/decision on the way forward for the betterment of Ringette Canada Members.
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