



# RINGETTE | RINGUETTE CANADA

## INVITATION

The Nominations Committee of Ringette Canada is issuing this Call for Nominations, seeking Director candidates for election to the Board of Directors of Ringette Canada at the Annual General Meeting to be held September 25<sup>th</sup>, 2024.

Ringette Canada is currently developing a new strategic plan so this is an exciting time to become involved as a board member in setting strategic priorities.

Positions to be filled, each for a three-year term:

- 2 Directors at large
- 1 Athlete Director

To apply please complete the Candidate Qualification Form at the following link outlining your interest and experience as defined in the attached Board Information Package.

**Interested individuals please complete the Candidate Qualification Form:**

[Candidate Qualification Form](#)

Applications must be received by Ringette Canada on or before **June 21<sup>st</sup>, 2024 at 17h00 (EDT)**.

Any questions can be sent to [ringette@ringette.ca](mailto:ringette@ringette.ca)

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## BOARD OF DIRECTORS INFORMATION PACKAGE

### About Ringette Canada

Ringette is a Canadian Heritage Sport and is the national governing body for Ringette in Canada.

Ringette Canada is committed to creating, an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.

Ringette Canada is searching for someone with the experience, passion, strategic foresight and aligned values to help in the stewardship of Ringette Canada to achieve its mission and vision.

We are proud to be an athlete-centered and values-driven organization that provides programs, events, and initiatives that enable Canadians to participate in a fun, safe and inclusive sport.

As world leaders in ringette, we also help elite athletes, coaches, and officials reach their highest potential through National Team programs, the National Ringette League, and through national and international events and competitions.

Ringette in Canada is a thriving sport represented in 9 Canadian provinces. Nationally we boast over 30000 registered players, 6800 coaches, 1400 officials, and countless volunteers.

| <b>Our Mission</b>   | <b>Our Vision</b>                          | <b>Our Values</b>   | <b>True Sport Affiliation</b>  |
|--|--|---|--|
| Ringette Canada is the national sport organization that governs, promotes, and leads the development of ringette | To be the world leader in growing ringette | <ul style="list-style-type: none"><li>● <b>Innovation</b></li><li>● <b>Collaboration</b></li><li>● <b>Accountability</b></li><li>● <b>Respect</b></li><li>● <b>Excellence</b></li></ul> | We are proud members of True Sport and adhere to the <a href="#">True Sport principles [pdf]</a> |

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



# **RINGETTE | RINGUETTE**

## **CANADA**

### **Qualifications to be a Director-at-Large**

Effective board members will be those whose life, work experience and background equip them to contribute in a meaningful way to setting Ringette Canada's strategic direction and priorities, evaluating and adopting appropriate policies, overseeing financial performance relative to expectations, and delegating operational responsibilities to others while holding them accountable for achieving results while complying to policy.

### **Director Mandatory Requirements**

- Be at least 18 years old
- Be a resident of Canada
- Not have been declared incapable by a court in Canada or in another country
- Not be of bankrupt status
- Not be a director, officer, or committee member of a ringette association other than Ringette Canada
- Not be an employee of a ringette association or Ringette Canada

### **Director Competencies Sought**

- previous not-for-profit volunteer experience
- An awareness and understanding of the duties and responsibilities of a governance board director
- A high degree of integrity, honesty, ethical responsibility, and open to diverse opinions and views
- A collaborative, constructive working style
- A strong communication skills



## **RINGETTE | RINGUETTE** **CANADA**

### **Director Specific Competencies**

Directors will be recruited based on their demonstrated ability to contribute significantly to the leadership of Ringette Canada and to ensure that the board has a diverse and varied skill set for optimal decision making. During the screening of the applications a weighted methodology may be used to ensure the composition of the board ideally reflects the specific competencies listed:

- Governance and strategic planning
- Business and corporate experience
- Financial management expertise
- Expertise in amateur sport
- Human resources management

### **Expectations and Commitment**

Members of the Board of Directors should expect to spend approximately 8 hours monthly on board-related activities, more if they hold a position such as President or Chair of a standing committee. The Board meeting cadence is a fall and winter in-person meeting, held over a weekend, with another 4-5 virtual meetings, held on weeknights. In the fall timeframe, the board calendar of meetings is set for the upcoming year.

Committees form a critical role in governance activities and can be a rewarding part of the director's board experience as they offer a space for focused work, teamwork and learning. There are three standing committees of the board, the Governance & Ethics, Nominations, and Audit & Risk committees. Other committees and workgroups exist to meet specific requirements such as Strategic Planning, Human Resources and Risk Management. Directors are strongly encouraged to participate in committees and should expect to commit approximately 40 hours annually for each committee. All significant policy proposals pass before these committees for review and discussion before presentation to the full board. Committee meetings are generally held virtually on weeknights.

Some roles, such as the role of President or chair of a standing committee, will from time to time require engagement during business hours and candidates for these roles should have this flexibility in their schedule.



## **RINGETTE | RINGUETTE** **CANADA**

Briefing materials are distributed one week in advance of the meeting and members are expected to have read and considered the material in advance of the meeting.

Expect Board meetings to have a variety of topics on the agenda. Current topics include:

- Monitoring of Ringette Canada's key performance indicators in conjunction with the Ringette Canada Strategic Plan
- Review of policies (typically reviewed and updated every three years)
- Growth of ringette throughout Canada
- Review and monitoring of Ringette Canada's financial statements
- Alignment of ringette in Canada
- Adherence to Sport Canada Safe Sport requirements
- Support to the Executive Director regarding human resource issues and any board-level challenges

### **Governance of Ringette Canada**

The Ringette Canada Board of Directors is a “policy” or “governance” board, focused on establishing strategic direction, adopting appropriate policies, and applying effective oversight to ensure the organization is advancing effectively toward its goals. Daily operation of Ringette Canada is the responsibility of the full-time Executive Director who reports to the Board of Directors. The Executive Director and Ringette Canada staff work with Provincial Partners, committees, and others to achieve the organization's objectives while complying with the established policy framework.

The Member-elected Board of Directors is composed of the President, seven (7) directors-at-large and one (1) athlete director.



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## **Roles, Responsibilities & Powers**

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 travel and other expenses incurred in the course of engaging in their role as a director.