

BOARD OF DIRECTORS SUCCESSION POLICY

1. Purpose

The purpose of this Board Succession Policy is to guide the board in the management of its human resources to ensure that well-qualified individuals are prepared to assume responsibility for chairing the board and its standing committees, to help ensure continuity and effectiveness in board operations.

The Nominations Committee continues to have responsibility for recruiting candidates for the Ringette Canada board of directors to ensure the board maintains diverse perspectives and an effective mix of key competencies. This Board Succession Policy addresses how those board members are to be developed for a role as chair of the board or its committees.

2. Board Chair (President)

The chair of the Board of Directors (President) of Ringette Canada plays a key role in ensuring the effective operation of the board. The duties and responsibilities of the board chair are set out in the [Board Chair job description](#) which must be reviewed and approved by the board.

To ensure continuity and preparation for an effective transition of board chair when appropriate or necessary:

2.1 At its meeting to elect the board chair, the board will also identify someone who is qualified and willing to assume the role of Board chair on short notice, in the event the chair is absent or unable to continue in that role. If someone else is not explicitly identified for this purpose, the chair of the Governance & Ethics committee will be designated for this purpose.

2.2 The board chair serves a term of 1 year at a time. In addition to having sufficient general knowledge of Ringette Canada and experience in sport governance, a suitable chair may be someone with specific knowledge, personal characteristics, interpersonal skills, and/or experience that suits the needs of Ringette Canada at a point in time. For this reason, it is not to be assumed that any incumbent chair should be re-elected as chair simply because they remain on the board. The board is encouraged to consider all board members as candidates each year and select the most suitable one that is willing to serve in the role.

2.3 The board should have an open discussion at least once a year to identify ideally at least 2 board members who are potential future board chairs, and who have sufficient remaining term to fulfill that role. The current board chair should facilitate that discussion. If there are not 2 suitable candidates, the board should give guidance to the Nominations Committee to seek candidates for the board who could be suitable candidates for chair in the future.

2.4 Board members who are identified as potential future candidates for board chair should be preferred for roles as chair of either the Governance & Ethics Committee or the Audit & Risk Committee, to gain familiarity with key governance and oversight functions of the board and develop a close working relationship with the Chief Executive Officer.

2.5 The current board chair will take appropriate steps to orient, educate, and develop the person(s) identified in 1 and 2 above to prepare them to assume the role of committee chair.

3. Committee Chairs

The chairs of standing committees play important roles in managing the business of the board by ensuring the subject-matter expertise of their committee is leveraged for in-depth consideration of issues on behalf of the board. Effective committee chairs will have suitable subject matter expertise, an understanding of the committee's terms of reference, and effective management and interpersonal skills to facilitate the work of the committee. The duties and responsibilities of a committee chair are set out in the [Committee Chair job description](#) which must be reviewed and approved by the board.

To ensure continuity and preparation for an effective transition of committee chair when appropriate or necessary:

3.1 Each committee will identify someone from among its members who is qualified and willing to assume the role of committee chair on short notice, in the event the chair is absent or unable to continue in that role, to ensure that the deliverables summarized in the committee's Terms of Reference are completed.

3.2 Each committee will identify someone from among its members who will be continuing on the board after the next Annual General Meeting who is qualified and willing to assume the role of committee chair in the next term. It is not to be assumed that this person will automatically become the committee chair.

3.3 The current committee chair will take appropriate steps to orient, educate, and develop the person(s) identified in 1 and 2 above to prepare them to assume the role of committee chair.

This Policy is subject to review by the Governance and Ethics Committee at least every three years, and a report made to the Board.

Date of last review: February 2026

The publication of Ringette Canada policies will be in the English and French languages. In the case of conflicting interpretations, the English version will prevail.