**Canadian Fencing Federation (CFF)**

**Board of Directors Candidate Skills and Representation Assessment Form**

**A. Candidate’s Demographic Information**

Full Legal Name:

Province of Residence or CFF Affiliation:

Gender Identification:

Primary/Preferred Official Language:

Post-Secondary Education:

Current Employment Position and Length of Tenure:

**B. Candidate’s Statement of Intent and Qualification**

*In 500 words or less, please discuss your motivation to join the CFF’s Board of Directors and the value that you believe you could add to the CFF’s governing body.*

**C. Candidate’s Skills and Experience Assessment**

For each of the following eight categories corresponding to the core Director skillsets and experience sought by the CFF, please outline the relevant experience and/or educational background that you possess. Candidates are not expected to fill out all areas and are encouraged to focus on those where they believe they hold notable expertise, and where their experience sets them apart. Please note that the descriptions provided in italics after each item are guidelines only. Candidates are encouraged to disclose their experience based on their own interpretation of the categories.

**C.1. Organizational Strategy**

*Experience and/or academic background in strategic planning, macro-level organizational target-setting, performance outcomes definition and qualitative and quantitative options / trade-off marginal analysis. Academic background in Public or Business Administration or equivalents. Experience with developing and overseeing qualitative and quantitative Risk Management Frameworks.*

**C.2. Law, Policy and Governance**

*Experience and/or academic background in law, or public policy development and analysis. Experience in serving on or supporting non-profit or for-profit boards of directors in a paid or volunteer capacity. Professional experience in drafting, analysing, or implementing policies or programs in any formal setting.*

**C.3. Finance and Accounting**

*Practical skills and experience with financial management in an organizational setting, including budget preparation and evaluation, preparation and analysis of financial statements or budgetary forecasting in public or not-for-profit setting. Academic background in Finance, Accounting, Business Administration, and/or CPA, CA, CMA, CFA designations. Experience in managing and being accountable for material departmental or organizational budgets.*

**C.4. Operations Management and Human Resources**

*Work experience or academic background in business process design and evaluation, practical experience with oversight of paid staff, including recruitment, onboarding/offboarding, performance evaluation, mentoring and development, conflict resolution, employment and performance contract development and negotiation, compensation and benefits administration. Experience organizing and managing major sporting events. Academic background in Labour Relations, Law, Human Resources Management or Event Management.*

**C.5. Marketing and Advertising.**

*Practical skills and experience in devising and implementing marketing strategies in a variety of domains, preferably with the focus on sports, recreation and public health promotion. Academic background in Marketing, Public Relations, or Media Studies.*

**C.6. Government Relations.**

*Experience with advocacy, reporting and relationship management with members of federal, provincial or municipal civil service and/or elected officials. Academic background in Law, Public Policy, Social Sciences. Professional experience in government, crown corporations/arms-length agencies, professional lobbying firms, think tanks, etc.*

**C.7. Diversity Promotion Training / Experience.**

*Training and/or practical experience in developing and implementing programs aimed at facilitation of diversity, accessibility and inclusion in any activity area in a formal organizational setting.*

**C.8. Sport-Specific Acumen.**

*Practical experience or in-depth understanding of the sport of fencing, including the national and international competitive landscape, national and international governing bodies, high performance program management, health and safety issues, etc. Typically attained through direct and extensive participation in the sport as an athlete, coach, official, or parent/spouse thereof.*

Please Return the Completed Form to the Executive Director [ed@fencing.ca](mailto:ed@fencing.ca)