

CANADIAN FENCING FEDERATION/ FÉDÉRATION CANADIENNE D'ESCRIME

NOMINATIONS PROTOCOL

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Nominations Committee - Terms Of Reference

Name:	Nominations Committee
Composition:	The Committee will consist of up to three (3) individuals appointed by the Board and will include a minimum of one (1) Director who is not subject to election. Individuals who are interested in being elected or re-elected to the Board of Directors must not be appointed to the Committee.
Chair:	The Chair of the Committee will be appointed by the Board.
Purpose:	The Nominations Committee's overall responsibility is to seek, identify and recruit qualified and skilled individuals capable of providing effective governance leadership to the Board of Directors.
Term:	Members of the Committee will serve a term from their appointment to the next Annual Meeting at which elections are held. Members of the Committee may be re-appointed for up to three consecutive terms.
Meetings:	The Committee will meet as required. Meetings will be held at the call of the Chair or of two Committee Members.
Quorum:	A majority of Committee Members.
Voting:	Each Committee Member will be entitled to one (1) vote. At all meetings of the Committee, every motion will be determined by an Ordinary Resolution of the votes cast. In the event of a tie vote, the motion is defeated.
Reporting:	When requested by the Board, the Committee will report on all its actions and proceedings via the Chair. Minutes of meetings of the Committee must be available to be submitted to the Board within thirty (30) days following a meeting.
Expenditures:	The Committee will receive resources from CFF to fulfill its mandate. The Committee may, from time to time, request and receive administrative support.
Removal:	The Board may remove any member of the Committee. When a position on the Committee is vacant, the position will remain vacant until the Board appoints a person to fill the vacancy for the remainder of the term.
Confidentiality:	All discussions, deliberations, and candidate information shall be treated with the utmost confidentiality.
Responsibilities:	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none">• Seek, identify, and recruit qualified individuals to stand for election as Directors. In addition to seeking candidates through the usual networking channels within the local sport community, the Committee will also

issue an open call for nominations through promotional efforts including, but not limited to, press releases, CFF's website, other online services where suitable, and advertisements in local newspapers.

- Distribute the **Call for Directors**.
- Ensure that candidates for election meet the qualifications and eligibility requirements to serve as a Director and that they have fulfilled any additional requirements, including those described in the **Nominations Policy**.
- Promote diversity of the Board about gender identity, age, language, ethnicity, professional backgrounds, and personal experiences.
- Consider the specific and desired competencies required on the Board when soliciting nominations.
- Prior to each election, review the **Candidate Application Forms** and use the **Nominee Evaluation Metric** to recommend their preferred candidates for each Director position.
- Oversee all aspects of the election procedures leading up to and at the Annual Meeting, including identifying and enforcing specific timelines and any other administrative requirements.
- Identify individuals for future nomination as Directors as well as any rejected candidates and maintain this information for use by future Nominations Committees.
- Carry out these duties in a manner that encourages a long-term view of Board succession planning.
- Additional duties may be delegated to the Committee by the Board from time to time.

Approval Date: Terms of Reference approved by the Board of Directors on [**date**].

NOMINATIONS POLICY

Purpose

1. The Board of Directors may appoint a Nominations Committee that has responsibilities as defined in the Nominations Committee *Terms of Reference*. The purpose of this Policy is to support the Nominations Committee in defining and implementing its responsibilities, as well as to inform individuals about the process to be eligible and nominated for a position as a Director.

Application

2. This Policy applies to the CFF Nominations Committee, and any individual wishing to be nominated for a position as a Director with CFF.

Board Assessment

3. At its discretion, the Nominations Committee may administer a **Board Assessment Tool** to determine the needs, wants and gaps of skills, attributes, education, and experience within the Board of Directors. This information will be used by the Nominations Committee to target specific individuals for nomination as a Director.

Solicitation of Nominations

4. The Nominations Committee may seek, identify, and recruit eligible individuals to stand for election as Directors by seeking candidates through:
 - a) The usual CFF networking channels;
 - b) The Sport Information Research Centre (SIRC); and
 - c) An open call for nominations through promotional efforts, including, but not limited to, press releases, the CFF website, other online services where suitable, and advertisements in newspapers or via social media.
5. The Nominations Committee may also approach eligible individuals to determine their interest in serving as a Director.
6. The Nominations Committee will also appoint a contact person from amongst its members who can answer questions about the nomination process and the role of a Director.

Eligibility

7. To be eligible for election as a Director, an individual must meet the requirements of the CFF bylaws as set out in Article 6.4, including:
 - a) Be eighteen (18) years of age or older;
 - b) Have the power under law to contract;

- c) Have not been declared incapable by a court in Canada or in another country; and
- d) Not have the status of a bankrupt.

Nomination of Candidates

- 8. Individuals can submit nominations to the Nominations Committee so long as the **Candidate Application Form** and supporting materials are submitted before the final deadline and signed by the individual that is being nominated.
- 9. Incumbent Directors are not required to submit a Candidate Application Form but must inform the Nominations Committee in writing when they intend to stand for re-election.

Review of Nominees

- 10. The Nominations Committee will review each **Candidate Application Form** and supporting materials to ensure that the individual is eligible, to assess their skills, attributes, education and experience, and compare the assessment with the skills that are desired for a Director. The Nominations Committee may further engage in a personal interview of the applicant, in-person, electronically or via telephone.
- 11. The Nominations Committee will short-list the nominees by completing a **Nominee Evaluation Metric** for each nominee, will ensure eligibility, and may conduct reference checks and interviews. The Nominations Committee may also communicate directly with the short-listed candidates to discuss the roles, responsibilities, and expectations of a Director.
- 12. Nominees who the Nominations Committee believe are ineligible will be given the opportunity to demonstrate their eligibility. The Nominations Committee will decide the eligibility of any nominee whose eligibility is in question by majority vote.
- 13. The Nominations Committee will make a final report to the Members before any meeting of the Members at which an election occurs that will identify their preferred slate of nominees. The Nominations Committee may not prevent a candidate from running unless the candidate is ineligible.

Timelines

- 14. The Nominations Committee will identify a deadline for the submissions of nominations and identify further deadlines indicating opportunities for candidates to submit campaign material. All timelines will be described in the **Candidate Application Form**.

Role of Candidates

Campaign Material

15. Once the Nominations Committee confirms the nominee's eligibility, the nominee may begin to inform individuals and CFF's that they are running for election. Nominees should consider preparing campaign material for their candidacy that will be distributed to voting Members by the Nominations Committee prior to election. Nominees should consider preparing the following:
 - A **campaign platform** describing what the nominee would like to do to further the objectives of CFF– this material may be as detailed or specific as the nominee desires
 - A **headshot** photo
 - A **biography** of the nominee (maximum 300 words)
 - A **video** describing the nominee and/or the nominee's platform (maximum 30 seconds)
 - **Testimonials/references** from other CFF's or other individuals
16. The Board will make the above material (if submitted) available to the Members prior to the election on a date determined by the Nominations Committee.
17. Nominees may also be permitted to give a short speech at the Annual General Meeting in support of their platform and their candidacy either in person, via recording or via electronic communications if CFF makes such communication vehicle available. Speeches should be kept to a maximum of two minutes or as otherwise allowed at the meeting.

CALL FOR DIRECTORS

What is CFF?

1. CFF is a national sport organization which promotes and engages in the sport of fencing across Canada. CFF collaborates with partners and members to provide a safe, positive, and progressive sport environment.

How is the Board of Directors structured?

2. The Board of Directors consists of a minimum of five (5) and a maximum of seven (7) Directors.

Responsibilities

3. The Directors have the responsibility for setting directions, establishing policy, and overseeing the activities of CFF. More specifically, Directors must:
 - Support the objectives and activities of CFF.
 - Read and understand the financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
 - Attend meetings of the Board and actively participate in decision-making.
 - Share their areas of expertise with the Board.
 - Be an advocate and ambassador for CFF.
 - Obtain various means of support for CFF, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
 - Fulfill the duties of care, obedience and loyalty to CFF.
 - Participate in regular assessments to improve Board performance.
 - Participate in strategic planning activities.
 - Prioritize and monitor programs and services.
 - Work to develop new leadership and recommend potential Directors to the Nominations Committee.
 - Avoid conflicts of interest.
 - Participate in CFF's conferences and meetings.

Time Commitment

4. CFF holds a minimum of four (4) meetings of the Board per year.

5. Serving as a Director requires 8 to 10 hours in an average month. More time is required during the time around the Annual General Meeting, for specific committees, and when volunteers are required for significant competitions.

Term of Office

6. Directors serve a term of two years.

Eligibility

7. To be eligible for election as a Director, an individual must meet the requirements of the CFF bylaws as set out in Article 6.4:
 - a) Be eighteen (18) years of age or older;
 - b) Have the power under law to contract;
 - c) Have not been declared incapable by a court in Canada or in another country; and
 - d) Not have the status of bankrupt.

How will Board members be selected?

8. Directors are elected in accordance with CFF's By-laws.

Who is qualified to be a Director?

9. Directors should possess most of the following General Attributes and more than one of the Specific Skills:

General Attributes:

- | | |
|---|--|
| <input type="checkbox"/> Knowledge of fencing | <input type="checkbox"/> Team player |
| <input type="checkbox"/> Board experience with a governance board | <input type="checkbox"/> Business Acumen |
| <input type="checkbox"/> Policy Development | |

Specific Skills:

- | | |
|--|--|
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Government Relations |
| <input type="checkbox"/> Funds Development | <input type="checkbox"/> Accounting & Finance |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Strategic Change Management |

- ☐ Human Resources Management
- ☐ Entrepreneurship
- ☐ Political Experience
- ☐ Marketing/Communications
- ☐ Provincial/Territorial Sport Perspective

10. For the upcoming election, CFF and the Nominations Committee are searching especially for individuals who **[insert priorities, if any]**.

Nominations

11. All individuals wishing to run for a position as a Director, including all current Directors, will be subject to nomination which requires the submission of a signed **Candidate Application Form** and supporting materials by the application deadline.
12. The Nominations Committee will conduct due diligence by reviewing the nominee's qualifications, the required skills and attributes, potential conflict of interests or other significant matters which would preclude the nominee from successfully fulfilling the duties of a Director.

What information will be required to support each application?

13. Each nominee must complete and sign a **Candidate Application Form** and submit it to the Nominations Committee along with a letter of intent and a **résumé** outlining the nominee's qualifications, successes, and work and volunteer history. Nominees may further submit:
- A **campaign platform** describing what the nominee would like to do to further the objectives of CFF– this material may be as detailed or specific as the nominee desires
 - A **biography** of the nominee (maximum 300 words)
 - A **video** describing the nominee and/or the nominee's platform (maximum 30 seconds)
 - **Testimonials/references** from other CFF's or other individuals

What is the deadline for submitting applications?

14. Applications may be submitted by email to **[insert email address]** no later than:

[insert application deadline]

CANDIDATE APPLICATION FORM

This form must be submitted to CFF by the date of _____ [insert date]

This form is to be completed by any person nominated for election as a Director.

Name of Candidate: _____

Address: _____

Phone Number(s): _____

Email Address: _____

Each nominee must complete and sign this **Candidate Application Form** and submit it to the Nominations Committee along with a **résumé**. Nominees may further submit:

- A **campaign platform** describing what the nominee would like to do to further the objectives of CFF– this material may be as detailed or specific as the nominee desires
- A **biography** of the nominee (maximum 300 words)
- A **video** describing the nominee and/or the nominee's platform (maximum 30 seconds)
- **Testimonials/references** from other CFF members or other individuals

1. Estimate your level of commitment, skill or expertise in each of the following areas (please be honest):

	High	Medium	Low / NA
Support of CFF's Objectives			
Experience on Not-for-Profit Boards			
Knowledge of the amateur sport sector			
Financial Management			
Fundraising			
Marketing / Sponsorship			
Human Resources			
Technology / IT			

Leadership			
Legal			
Lobbying / Advocacy			
Media / Public Relations			
Organizational Management			
Risk Management			
Strategic Planning			
Government Relations			

2. Please describe why you are interested in serving as a Director of CFF:
3. Please provide a summary of any previous experience with CFF:
4. Please provide a summary of your experience with other sport or fencing clubs:
5. Please provide a summary of your experience with non-sport volunteer or other organizations, if any:
6. Please highlight additional skills or competencies that would contribute to the effective leadership and governance of CFF:
7. Please describe any conflicts of interest that you would need to declare if elected to the Board:
8. Please describe any other position held within the sport of fencing:
9. Please confirm that you are in compliance with the eligibility requirements and if not, why?

Yes____ No____, why:

I agree to let my name stand for a Director position on CFF's Board of Directors. I consent to the verification by CFF of the information provided in support of my nomination.

Signature

Date

NOMINEE EVALUATION METRIC

Name of Candidate: _____

1. General Attributes and Specific Skills

Candidates receive one point for each 'High' ranking and half a point for each 'Medium' ranking – to a maximum of fifteen points.

Category Total / 15

2. Experience with sport organizations

Evaluate the candidate's response. Candidates score higher if they identify experience serving in multiple roles (Director, official, coach, athlete, volunteer, etc.) and in multiple sports.

Category Total / 5

3. Experience with CFF

Evaluate the candidate's response. Candidates score higher if they identify experience serving in multiple roles (Director, official, coach, athlete, volunteer, etc.) and for a lengthy period of time (10+ years).

Category Total / 5

4. Experience being a Director and with voluntary and community organizations.

Evaluate the candidate's response. Candidates score higher if they identify experience serving with multiple fencing organizations, in multiple capacities, and for a lengthy period of time.

Category Total / 5

5. Skills and Competencies

Evaluate the candidate's response. Candidates score higher if they identify skills and competencies that would be useful for CFF's governance, leadership, financial status, strategic direction, etc.

Category Total / 5

6. Conflicts of Interest

Evaluate the candidate's response. Candidates score higher if they do not identify potential conflicts of interest.

Category Total / 3

7. Résumé

Evaluate the candidate's résumé. Candidates score higher if they have experience, education, certification, and training that demonstrate their general attributes and specific skills, and if they appear to have the time commitment required to serve as a Director. Review the Board Assessment Tools (if administered). Does the Candidate have skills and experience that the Board currently needs?

Category Total / 12

Calculate the total score. Provide comments or questions on a separate page.

TOTAL SCORE / 50