



**Bowls  
Canada  
Boulingrin**

## **2024 DIRECTOR NOMINATION PACKAGE**

### **Nominations Process**

1. All individuals wishing to run for a position as a Director will be subject to nomination which requires the submission of a signed Application Form and supporting materials by the application deadline. Current Directors who wish to stand again need to identify their intent in writing to the BCB Office.
2. Upon receipt of all nominations, the Nominations Committee will short-list nominees and 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.
3. Director candidates must also complete the Bowls Canada screening application and complete an Enhanced Police Information Check as per the [Bowls Canada Screening Policy](#).
4. The Nominations Committee, upon a majority vote, will provide their preferred slate of nominees to the voting members prior to the election of Directors.

### **Application Form and Recommended Supplementary Material**

5. Each nominee must complete and sign the 2024 Application Form and submit it to the Nominations Committee along with a letter of intent and a resume.
6. It is recommended that Nominees further submit:
  - A **campaign platform** describing what the nominee would like to do to further the objectives of BCB – 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** from other organizations or other individuals
7. Candidates wishing more information regarding the role and responsibilities of Bowls Canada Directors are invited to contact Britany Gordon ([ceo@bowlscanada.com](mailto:ceo@bowlscanada.com))

### **Deadline for submitting applications**

Applications may be submitted by email, mail, or courier to the following address:

BCB Nominations Committee

c/o 2451 Riverside Drive, c/o House of Sport, Ottawa (ON) K1H 7X7

[office@bowlscanada.com](mailto:office@bowlscanada.com)

**Applications should be received by 11:59 pm EDT on August 16, 2024.**



## 2023 BCB DIRECTOR CANDIDATE APPLICATION FORM

*This form must be submitted to BCB by the date of **August 16, 2024***

This form is to be completed by any person nominated for election as a Director with BCB for use by the Nominating Committee. The Nominations Committee will seek to identify candidates that meet all of the attributes identified below and whose competencies will result in the Bowls Canada board as a whole ideally satisfying the twelve specific competencies identified in Appendix 1 of the Nominations Policy. Each Director is expected to satisfy a minimum of three of the specific competencies. The goal is to have diverse and valuable perspectives amongst the Directors to bring to board discussions and decisions.

### CANDIDATE INFORMATION

Name of Candidate: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Languages Spoken/Written: \_\_\_\_\_

### DECLARATION

I declare that I:

- am 18 years of age or older;
- have the power under law to contract;
- have not been declared incapable by a court in Canada or in another country;
- do not have the status of bankrupt; and
- have satisfied the requirements of [Bowls Canada's Screening Policy](#) including the submission of my screening application and results of a current Enhanced Police Information Check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## COMPETENCIES DECLARATION

Please complete the following chart by providing specific examples of how your experience meets the required competency. Please note, all Directors should demonstrate experience in **at least three** of the following competencies.

Competency	Examples	My Experience
1. Senior Leadership Experience	<p>Experience as a Senior/Executive leader in a government/public sector or private sector organization. Specific examples: sitting at a senior leadership table, attending executive meetings, engaged in direct interaction either reporting to or as a key resource to a governing board of a complex organization.</p> <p>This means engagement with budget development and reporting, risk identification and mitigation, policy/procedure review and approval, organizational structure (individual positions and larger decisions) that impact employees, engagement with strategic planning and reporting, etc.</p>	
2. Risk Management	<p>Identifying principal risks of an organization. Specific examples:</p> <ul style="list-style-type: none"> <li>■ Overseeing a team of people as a chief risk officer of an organization or equivalent.</li> <li>■ Experience in the fields of risk management, litigation or law</li> <li>■ Leading various stakeholders and leaders in an organization through risk identification and mitigation exercises/reporting to a President/CEO and ultimately to a board.</li> <li>■ Designing and/or overseeing the equivalent of an enterprise risk management program.</li> </ul>	
3. Project Management	<p>Experience in leading or managing strategic change. For example, task/s that you had to determine the steps, get buy in from senior leadership, and successfully deliver an end point (key documents (i.e. policy change), key reporting involved (some element of engaging a cross section of people/areas of an organization and distilling and/or providing a set of recommendations to senior leadership/board.</p> <p>A project management certificate or designation is of assistance.</p>	

Competency	Examples	My Experience
4. Financial Literacy & Operational Controls	<p>Ability to read, understand and analyze complex financial statements. Specific examples: experience working with a budget large enough to include multiple employees, assets and liabilities, (including contractual obligations), etc.</p> <p>Experience with financial accounting standards, internal controls, audit, and reporting. Specific Examples: having been or directly overseen the work of an auditor – either internal or external</p> <p>Experience with Fundraising and/or diversifying revenues</p> <p>Financial designation ideal.</p>	
5. Strategic Planning / Strategic plan implementation, measurement & reporting	<p>Experience in leadership engagement with strategic plan, overseeing the measuring/reporting, and identification of strategic priorities.</p>	
6. People	<p>Have led an HR function in an organization of higher order complexity.</p> <p>Talent acquisition and development in an organization of higher order complexity.</p> <p>Overseeing, creating, managing Executive and senior leadership compensation and rewards program/s.</p> <p>HR designation ideal.</p>	
7. Communications	<p>Communications with members, employees and stakeholders.</p> <p>Specific Examples: directly involved in drafting and/or approving communications to members, employees and stakeholders, especially on stickier subjects like budget cuts, crisis communication around significant loss (human or otherwise), union or association bargaining and other communication.</p>	

Competency	Examples	My Experience
	<p>Experience and training in media and/or public speaking to large audiences.</p> <p>Specific examples: completing media training, engaging with national and international media on difficult issues such as potential wrongdoing (ie. Fraud, illegal activity) severe injury or death of a stakeholder/employee, strike or labour action.</p> <p>Experience in crisis communications strategy and delivery.</p>	
<p>8. International Sport Perspective / High Performance Representation</p>	<p>Understands and brings the high performance athlete experience and voice to the board table as a non-active athlete and/or coach and/or other team support member.</p> <p>Specific examples: coached or played at an international level, or was engaged with a successful team support personnel at international events.</p> <p>Former athlete with relevant experience as a competitive athlete. Examples: represented Canada at a World Championships or qualifying event, Commonwealth Games participant, or member of National Squad.</p> <p>Experience as member of an international sport body or committee</p>	
<p>9. Marketing / Fundraising / Brand Management</p>	<p>Experience with brand and culture leading practices.</p> <p>Specific examples: leading or having operational responsibility for oversight of same. Application through entrepreneurial endeavors.</p> <p>Experience with fundraising for charities and not-for-profit associations, ability to raise awareness of fundraising campaigns with potential donors.</p> <p>Understand and have experience with different client experience delivery models and leading practice.</p>	

Competency	Examples	My Experience
10. Diversity, Equity and Inclusivity	<p>Individuals who identify as people with a disability, racialized people, people who identify as LGBTQ2S+, people who identify as non-binary.</p> <p>Individuals who are indigenous.</p>	
11. Governance	<p>Possession of a director or officer designation and/or prior Board experience</p> <p>Specific examples: Board experience as a Director, officer or director of an organization that is of a higher order of complexity.</p> <p>Experience in leading the drafting, revising and engagement in diverse and interconnected policy and procedures.</p>	
12. Stakeholder Relations	<p>Demonstrated ability to facilitate healthy interactions/relationships and effectively deliver messaging in a diverse, multi-stakeholder environment specific to the sport of bowls. Specific examples: served as a member of a Member Association board.</p> <p>Demonstrated experience at the developmental, community level of bowls.</p> <p>Specific examples: member of club board, member of member association or Bowls Canada committee</p>	

Please highlight additional experience, attributes or competencies that would contribute to the effective leadership and governance of BCB

- I have completed each section of the Application Form and signed where required.
- I have included my letter/email of intent.
- I have included my Resumé/CV.
- I have included my screening application form and results of current Enhanced Police Information Check.

I am including the following supplementary materials as part of my application (please check all that apply):

- A **campaign platform** describing what I would like to do to further the objectives of BCB – this material may be as detailed or specific as the nominee desires
- A **headshot** photo
- A **biography** (maximum 300 words)
- A **video** describing me and/or my platform (maximum 30 seconds)
- Testimonials** from other organizations or other individuals

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Applications may be submitted by email, mail, or courier to the following address:

Bowls Canada Boulingrin, 2451 Riverside Drive, c/o House of Sport, Ottawa (ON) K1H 7X7  
Email: [office@bowlscanada.com](mailto:office@bowlscanada.com)

Applications should be received by **11:59 pm EDT on August 16, 2024.**

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**Candidate Endorsement**

The Nominations Committee hereby endorses \_\_\_\_\_ as a candidate for election as a Director with BCB.

\_\_\_\_\_  
Chair of Nominations Committee (Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date