# INFORMATION PACKAGE

# 2023 CALL FOR NOMINATIONS

# OCF BOARD OF DIRECTORS

**What is the OCF?**

1. The Ontario Climbing Federation (the OCF) is a not-for-profit organization whose purpose is To promote, grow and develop sport climbing for all Ontarians.

**How is the Board of Directors structured?**

1. The Board of Directors normally consists of seven (7) Directors.

**Responsibilities**

1. The Directors have the responsibility for setting directions, establishing policy, and overseeing the activities of the OCF. More specifically, Directors must:

* Support the objectives of the OCF.
* 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 for the organization.
* Obtain various means of support for the organization, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
* Fulfill the duties of care, obedience and loyalty to the organization.
* 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 the organization’s conferences, events and meetings.

**Time Commitment**

1. The OCF Board holds monthly or bi-weekly meetings depending on the number of priorities that need to be addressed during the period.
2. The monthly time commitment varies depending on the time of year. More time is required during the time period around the Annual General Meeting and before the start of each competitive season, and less is required once the season is under way and in the summer.

**Term of Office**

1. Directors serve a term of two (2) years.

**Eligibility**

1. To be eligible for election as a Director, an individual must:
   1. Be eighteen (18) years of age or older;
   2. Be an Individual Member in good standing;
   3. Have the power under law to contract;
   4. Not be an employee or contractor paid on a regular schedule by the OCF (other than as an Official);
   5. Not have been removed from office within the previous two (2) calendar years;
   6. Not have been declared incapable by a court in Canada or in another country; and
   7. Not have the status of bankrupt.

**How will Board members be selected?**

1. Directors are elected in accordance with the OCF’s By-laws.

**Who is qualified to be a Director?**

1. Directors must possess a majority of the following General Attributes and more than one of the following Specific Skills:

|  |  |
| --- | --- |
| **General Attributes:**   * + Knowledge of Competition Climbing   + Board Experience with a Governance Board   + Policy Development | * + Team Player   + Business Acumen |
| **Specific Skills:**   * Leadership * Funds/Revenue Development * Legal * Human Resources Management * Entrepreneurship * Risk Management | * Government Relations * Accounting & Finance * Project Management * Insurance * Strategic Change Management * Marketing/Communications * Provincial Sport Perspective |

1. For the upcoming election, the OCF and the Nominations Committee are searching especially for individuals who have a range of skills and experiences including, but not limited to, not-for-profit organizations, government relations, finance, legal, accounting, leadership, risk management, strategic change management, marketing/communications, and revenue development.

**Nominations Process**

1. All individuals wishing to run for a position as a Director, including any current Directors running for reelection, will be subject to the OCF’s Nominations Policy which requires the submission of a signed **Candidate Application Form** and supporting materials by the application deadline.
2. The OCF has formed a Nominations Committee whose overall responsibility is to seek, identify and recruit qualified and skilled individuals capable of providing effective governance leadership to the Board of Directors.
3. 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.
4. The Nominations Committee will put forward the names of recommended nominees to the OCF’s voting Members.
5. The Nominations Committee may not prevent a candidate from running unless the candidate is ineligible.
6. Voting will take place in conjunction with the OCF Annual General Meeting (AGM) in November.
7. For full information on the Nominations Process, please refer to the OCF’s [Nominations Policy](https://static1.squarespace.com/static/620db636d18c933fce4ee22b/t/62146aa98e7a9668f922f3de/1645505193565/Nominations-Policy-OCF-Gov-03.pdf) and the [Nominations Committee Terms of Reference](https://static1.squarespace.com/static/620db636d18c933fce4ee22b/t/62146ad2a928ab4b39c103b4/1645505234581/Nominations-Committee-TOR-OCF-TOR-04.pdf).

**What information will be required to support each application?**

1. 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.
2. Nominees may further submit the following information, with the understanding that this may be shared with the OCF membership before or during the AGM:

* A **campaign platform** describing what the nominee would like to do to further the objectives of the OCF (max 300 words)
* A **headshot** photo
* A **biography** (max 300 words)

**What is the deadline for submitting applications?**

1. Applications may be submitted by no later than **November 8, 2023** and emailed to [nominations@climbontario.ca](mailto:davis@climbontatio.ca)

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# CANDIDATE APPLICATION FORM

# 2023 CALL FOR NOMINATIONS

# OCF BOARD OF DIRECTORS

*This form must be submitted to the OCF by* ***November 8, 2023***

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 the OCF – this material may be as detailed or specific as the nominee desires
* A **headshot** photo
* A **biography** (max 300 words)

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

|  |  |  |  |
| --- | --- | --- | --- |
| **COMMITMENT/SKILL/EXPERTISE** | **HIGH** | **MEDIUM** | **LOW / NA** |
| Support of the OCF’s Objectives |  |  |  |
| Experience on Not-for-Profit Boards |  |  |  |
| Knowledge of Competition Climbing |  |  |  |
| Financial Management |  |  |  |
| Marketing/Sponsorship |  |  |  |
| Fundraising |  |  |  |
| Risk Management |  |  |  |
| Insurance |  |  |  |
| Technology/ IT |  |  |  |
| Leadership |  |  |  |
| Legal |  |  |  |
| Strategic Planning |  |  |  |
| Communications / Media / Public Relations |  |  |  |
| Organizational Management |  |  |  |
| Human Resources |  |  |  |
| Lobbying/Advocacy |  |  |  |
| Government Relations |  |  |  |

1. Please describe why you are interested in serving as a Director of the OCF:
2. Please provide a brief summary of any previous experience with the OCF:
3. Please provide a brief summary of your experience with other sport organizations:
4. Please provide a brief summary of your experience with other voluntary or community organizations:

1. Please highlight additional skills or competencies that would contribute to the effective leadership and governance of the OCF:
2. Please describe any conflicts of interest that you would need to declare if elected to the Board:
3. Please describe any other position held within the sport of climbing:
4. 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 the OCF’s Board of Directors. I consent to the verification by the OCF of the information provided in support of my nomination.

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Signature Date