



**EQUESTRIAN
CANADA
ÉQUESTRE**

2019

DIRECTOR APPLICATION PACKAGE



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Dear Prospective Candidate;

Thank you for your interest in serving on the Equestrian Canada Board of Directors.

Equestrian Canada is the national governing body for equestrian sport in Canada, with a mandate to represent, promote and advance the sport in Canada, and to represent, promote and advance all related equine and equestrian interests. With over 16,000 sport license holders, and approximately 90,000 registered participants, and 10 + national equine affiliate organizations, Equestrian Canada is a significant contributor to the social, physical, emotional, and economic wellbeing of the equine and equestrian industry across Canada.

Our Vision

An aligned Canadian equestrian community that inspires and serves equestrians in their pursuit of personal excellence from pony to podium.

Our Mission

To lead, support, promote, govern and advocate for the equine and equestrian community in Canada.

Our Core Values

We believe in:

- **Excellence:** Upholding world-class standards in all our initiatives.
- **Welfare:** Protecting the safety and welfare of equestrians and equines equally.
- **Partnership:** Generating a culture of unity and collaboration across the equestrian community.
- **Service:** Effectively and proactively serving the Canadian equestrian community to support the advancement of sport and industry.
- **Integrity:** Championing an ethical, responsible and respectful approach to all roles, levels and areas of equestrian participation.

For more information about Equestrian Canada, please visit www.equestrian.ca.



Vacancies

In 2019, there will be five (5) Directors elected.

Per Bylaw 4.2 d) Transition –

4.2 (d) Commencing in 2019 and for every year thereafter unless changed in accordance with the By-laws and Act and subject to increase to fill any vacancies for the remainder of a term, the number of Directors to be elected shall be the number of Directors whose terms expire in the same year as the election.

Four (4) positions will be for a three (3) year term ending in 2022; one (1) position will be for a one (1) year term ending in 2020.

Note that following the resignation of one (1) of the Director, whose term was to end in 2020, the Board did not fill the vacancy in accordance with s. 4.14 of the By-laws.



Term Limits: Per Bylaw Article 4.10

Directors shall be eligible for re-election, but no Director may serve for more than six (6) consecutive years. After serving six (6) consecutive years as a Director, an individual may be elected or appointed to serve another term after an absence of at least nine (9) months from the date he or she last served as a Director.

Commitment

You should be prepared to devote approximately 30 hours monthly to the Board, including monthly meetings and other events.

Competency of Nominees: Per Bylaw Article 4.8

All nominations shall be reviewed by the Nominating Committee. The Nominating Committee shall provide the Members with a list of candidate Directors, taking into consideration the required skills and diverse needs of Equestrian Canada and the community it serves and a balance of new and experienced Directors. The list of candidate Directors shall exceed the number of vacant positions by at least one and at most three (3) persons. No candidate may be eligible for election as a Director unless such candidate has been reviewed by the Nominating Committee and included on the list of candidates.

Eligibility: Per Bylaw Article 4.5

Eligibility – Subject to the Canada Not-for-profit Corporations Act and the By-laws, any Person who (i) has the power under law to contract, (ii) is eligible to serve as a director of a registered charity, (iii) is not an employee of Equestrian Canada or a Recognized Affiliate Organization, and (iv) is a Canadian citizen or permanent resident of Canada, may be elected or appointed as a Director provided that Directors may not be Members save and except that a Director whose term is ending and is not standing for re-election may be a Member at the Meeting of Members where such Director's term is ending. Any Member elected as a Director shall resign as a Member within ten (10) days following the later of (i) date of election; and (ii) the provision of such Person's consent to be a Director in accordance with the Act.

Nominations: Per Bylaw Article 4.6.

Nominations – Nomination of an individual for election as a Director shall be submitted to the Nominating Committee by Registered Participants in accordance with Equestrian Canada's nomination policies, procedures and timelines and shall include a written confirmation by the candidate expressing a willingness to stand for office and a detailed profile of the candidate.

Please note that candidate applications will remain confidential and will be destroyed following the presentation of the slate of candidates to the membership.



Candidate Application Package

Candidate application packages must include the following items to be considered by the Nominating Committee:

1. Letter of Interest (maximum 1500 words) including why you would like to serve on the EC Board, and the value you would bring to the Board and organization;
2. CV (maximum five (5) pages) must include contact information, education, work experience, volunteer/community service experience, language skills; CVs will be publicly circulated to the Nominating Committee and, if selected as a successful candidate during the election process, to the EC Members at the voting stage; therefore, please consider personal/confidential information within your CV before submitting with your Candidate Application Package;
3. Social Media profiles (optional);
4. PTSO Member number or Member of an Equine Affiliate;
5. Completed Director Nomination and Acceptance Form;
6. Original, digital photo. For best quality, we prefer a digital photograph that is at least 2MB or 300dpi (dots per inch).

Questions

If you have questions regarding your candidate application package, please contact Richard Mongeau, CEO, at rmongeau@equestrian.ca or by calling (613) 287-1515 x 135

Please submit your completed Candidate Application Package by **4 p.m. ET, May 15, 2019** to the attention of Ms. Dominique Chagnon - Chair, Nominating Committee at nominations@equestrian.ca.

Key Timelines

April 2, 2019	Call for Nominations opens
May 15, 2019	Call for Nominations will close at 4pm ET
June 10, 11, 2019	Interview selected candidates via conference call
July 8, 2019	Nominating Committee will publish list of candidates
July 29 to Aug.1, 2019	Members cast their ballots
August 12 to 15, 2019	In the event of a tie vote, Members cast a second ballot.
August 28, 2019	Election results announced
September 25, 2019	Introduction of Board Members to the EC
(date TBC)	Members at the Equestrian Canada Annual General Meeting



Nomination and Acceptance Form

Name of Nominee

Registered Participant Number of Nominee

Nominated By

Registered Participant Number of Nominator

Dear Nominating Committee Members,

I hereby apply as a candidate for Director on the Equestrian Canada Board. I certify that I support the Vision and Mission of Equestrian Canada. I will accept nomination, will serve if elected, and agree to support and be bound by Equestrian Canada's policies.

I wish to be considered a candidate for the EC Board for either a One Year Term or a Three Year Term.

If I am selected for an interview, I am aware that the dates in which interviews will be conducted will be June 10 and 11, 2019 and that I will be available during this period for a teleconference interview.

I understand and agree that all election results will be made public.

I certify that I satisfy all requirements for directors of non-profit corporations, including those under the Canada Not-for-Profit Corporations Act. I authorize Equestrian Canada to verify the accuracy of my application and agree to cooperate and complete such documents as may be reasonably requested by Equestrian Canada to confirm the accuracy of any information contained herein.

I certify that, to the best of my knowledge, the information I have provided in this application is true, accurate, and complete.

Signature

Print Name

Date