



Ringette Ontario is seeking volunteers to serve on its Board of Directors for terms beginning on June 8th, 2019.

For the upcoming year there will be four (4) positions up for election at the Ringette Ontario Annual General Meeting. There are three (3) Directors at large positions, and one (1) Athlete Director position.

For this upcoming election two (2) Directors at large positions will be for a two-year term, one (1) Director at large position will be for a one-year term, and the Athlete Director will be for a two-year term.

These openings will be filled by persons having expertise in the competency areas outlined in the attached Board Information Package.

Interested individuals are encouraged to complete the Candidate Qualification Form at the following link outlining their interest and experience as defined in the attached Board Information Package.

[Ringette Ontario Candidate Qualification Form](#)

The completed form must be received by Ringette Ontario through the Google link provided above no later than **May 24th at 17h00 (EDT)**. Any questions can be sent to nominations@ontario-ringette.com



BOARD OF DIRECTORS INFORMATION PACKAGE

(May 7, 2019)

OUR MISSION: Ringette Ontario is committed to nurture, promote and advocate for Ringette.

OUR VISION: Ringette is recognized in Ontario as a sport that builds Character through Community and Competition.

OUR VALUES: Ringette Ontario has defined a core set of values to enhance our work and strengthen our relationships. The following values, along with our adherence to the True Sport principles, reflect our passion for, and our shared commitment to the sport of ringette. Ringette Ontario is a True Sport member and adheres to the [True Sport principles \[pdf\]](#). More information on the True Sport Movement can be found at www.truesportpur.ca

WE BELIEVE IN:

- **Community:** We build community on mutual respect.
- **Collaboration:** We work as a team to achieve our goals
- **Character:** We build character, resilience and dedication.
- **Challenges:** We view challenges as opportunities for growth.
- **Competition:** We seek out and embrace good competition.

QUALIFICATIONS AND CORE COMPETENCIES OF ELECTED OFFICERS

Directors shall fulfill all requirements of the *Canada Not-for-Profit Corporations Act* and further, shall be a resident of Canada and of legal age.

Directors of Ringette Ontario commit themselves to ethical, businesslike and lawful conduct, including proper use of authority and decorum when acting as Board members. Accordingly, Directors must be able to represent non-conflicted loyalty to the interests of all Ringette Ontario members. This accountability supersedes any conflicting loyalty such as to advocacy or interest groups, and membership on other boards. It also supersedes the personal interest of any Director acting as a consumer of Ringette Ontario's services, or having a family member who is a consumer of Ringette Ontario services.

Directors will be recruited based upon their demonstrated ability to contribute significantly to the leadership of Ringette Ontario and to fulfill their statutory fiduciary responsibilities. The core competencies that ideally will be reflected in the Board as a whole are listed below, with those we have identified as most important, in bold:

- ✓ **Sponsorship;**
- ✓ **Marketing;**
- ✓ **Media, media relations and communications;**
- ✓ Accounting;
- ✓ **Governance and Strategic Planning for Not-for-profit organizations;**

- ✓ **Business and corporate experience, including expertise in financial management along with business analysis;**
- ✓ Expertise in amateur sport;
- ✓ Human resources management;
- ✓ Legal and risk management experience;
- ✓ Demonstrated leadership skills in the non-profit sector or other endeavors; and

All candidates for election as a Director will complete and submit a Candidate Qualification Form. Additional information on the Ringette Ontario governance model can be found at Attachment “A”.

Attachment A

Ringette Ontario Board Information Package

Background

In 2018-2019 the Board of Directors of Ringette Ontario started the process of moving from an operational board to a policy governance board, following the precepts of the “Carver” model. This change will result in a better understanding of the role of the Board member with the emphasis on the operations of the non-profit organization shifting from Board control to staff (Executive Director) control.

Composition

The full Board of Directors is composed of five (5) directors-at-large, one (1) athlete director and six (6) Regional Directors. The Executive of the Board of Directors is composed of the five (5) directors-at-large and one (1) athlete director. There shall not be less than five (5) members of the Executive Board of Directors. All of the Executive positions are elected positions, as per the Ringette Ontario By-Laws.

Qualifications

A Director must be an individual with power under law to contract and who resides in Canada. Individuals with the following attributes are disqualified from serving as a director:

- Anyone less than 18 years of age
- Anyone who has been declared incapable by a court in Canada or another country
- A person who is not an individual, and
- A person who has the status of a bankrupt.

A person eligible for **Athlete Director** is limited to an individual who is currently or was within the past three (3) years prior to being appointed or elected as the Athlete Director, a registered ringette athlete.

Roles, Responsibilities & Powers

Many prospective Board members currently serve, or have served in the past, on boards of

organizations, and each comes to Ringette Ontario with personal experiences and perceptions of how a board operates. In many instances, the direct involvement with a strictly “policy governance board” is limited and takes some getting used to.

Under the By-laws the powers of board members are general:

- Establish and regulate standing committees
- Direct and evaluate the performance of the Executive Director
- Exercise financial oversight of the affairs of Ringette Ontario
- Prescribe such fees and assessments on Members and participants as it may deem necessary
- Make policies, procedures, rules and regulations to manage the affairs of Ringette Ontario
- Perform any other duties from time to time as may be in the best interests of Ringette Ontario.

Remuneration

Directors receive no financial compensation for their participation, however, are entitled to be reimbursed for their travelling and other expenses incurred in the course of engaging in their role as a Director.

Meetings

The Board will have two face-to-face meetings per year, and four to five webinar/teleconference meetings on the basis of the fiscal year running from April 1st through to June 1st. Depending on the circumstances, these meetings usually occur in June (after the Annual Meeting of the Ringette Ontario Membership and includes the newly elected directors), August, October, November, January, February/March, and May. The current schedule for face-to-face meetings has Board members arriving in time for a Saturday morning meeting and leaving in the afternoon to return home. The meeting dates and times are determined by the Board at the previous meeting. The 2019 Ringette Ontario AGM and Conference is scheduled for Saturday, June 8th, with the first board meeting of the newly elected board, taking place the morning of Sunday, June 9th.

In addition to the identified meetings, circumstances may dictate the need for webinars/conference calls for specific issues. These webinars/conference calls are arranged by the Ringette Ontario office and the timing is determined by the availability of the Directors. A quorum is a simple majority of the number of Directors holding office.

Accommodations for the Board meetings are arranged by the Ringette Ontario office, and travel, accommodations and meals are covered by Ringette Ontario (accommodations are single occupancy).

Issues

Many topics are on the agenda of the Board from time to time. Currently the following items are part of the discussion (in no particular order):

- Monitoring of Ringette Ontario’s Key Performance Indicators in conjunction with the renewal of the Ringette Ontario Strategic Plan;
- Completion of transition to policy governance model;
- Review of policies (current requirement is that each policy be reviewed at least every three years to ensure relevance remains and policy is up-to-date);
- Growth of ringette throughout Ontario;
- Marketing and sponsorship opportunities for ringette;

- Review and monitoring of Ringette Ontario's financial statements