Call for Nominations of Candidates for the Board of Directors
To stand for election at the
Annual General Meeting, September 18, 2021

The Nominations Committee of Ringette Ontario is issuing this Call for Candidates, to stand for election to the Board of Directors of Ringette Ontario at the Annual General Meeting to be held September 18, 2021.

Positions to be filled:

- 3 Director-at-Large positions (1 x 1 year term, 2 x 2 year terms)
- 1 Athlete Director position (2-year term)

At this time, Ringette Ontario is placing particular emphasis on candidates with the following skills:

- Organizational change management
- Training systems/organizational learning
- Equity, diversity, and inclusion implementation
- Public relations/media relations/stakeholder relations
- Security of records and information systems
- Data analytics

Candidates with other competencies are also invited to apply.

Ringette Ontario welcomes applications from members of racialized minorities, Indigenous Peoples, persons with disabilities, persons of various sexual orientations and gender identities, and others with the skills and knowledge to help Ringette Ontario engage productively with diverse communities and contribute to the mission of the organization.

About Ringette Ontario

Ringette Ontario is the Provincial Sport Organizations for Ringette in Ontario. Ringette Ontario is an athlete-centred and value-driven organization that oversees all ringette interests in the province.

Ringette Ontario boasts a membership of over 55 Local Associations with more than 9,500 registered players, 2,600 coaches, 500 referees, and countless volunteers.

Ringette Ontario delivers programming that focuses on athlete, coach and official development, as well as supporting sanctioned events through Provincial and Regional championships and invitational tournaments.

July 12, 2021
Our Vision

Ringette is recognized as a sport that builds Character through Community and Competition

Our Mission

Ringette Ontario is committed to Nurture, Promote, and Advocate for Ringette.

Our Values

- Community
- Collaboration
- Character
- Challenge
- Competition

Governance of Ringette Ontario

The governance of Ringette Ontario is the responsibility of a Board of Directors comprised of:

- 5 Directors-at-Large, elected by the membership at the Annual General Meeting
- 1 Athlete Director, elected by the membership at the Annual General Meeting
- 5 Regional Directors, each elected in their region.

The Board of Directors is a “policy” or “governance” board, focused on establishing strategic direction, adopting appropriate policies, and applying effective oversight to ensure the organization is advancing toward its goals. Day-to-day operations of Ringette Ontario are the responsibility of a full-time Executive Director who reports to the Board of Directors. The Executive Director and her staff work with various volunteers, committees, and technical experts and advisors to develop and implement programs that achieve the organization’s objectives while complying with the board’s policy framework.

Current Strategic Priorities of Ringette Ontario

The Covid-19 Pandemic has had a serious impact on all sports organizations, including Ringette Ontario. Unlike many sports organizations, however, Ringette Ontario remains in a strong financial position. A key focus for 2021-2022 is on supporting a safe return to ringette activities for thousands of athletes, coaches, and officials as restrictions are eased across the province. Support for our local association members will be essential to rebuilding participation levels and programs to pre-pandemic levels.

Ringette Ontario is completing the final year of its 2019-2022 Strategic Plan. While the pandemic made it necessary to re-prioritize some strategic objectives, progress has continued during this period. Two elements of the Strategic Plan that remain a focus for the coming year are:

- Operational Excellence – implementation of the Club Playbook to provide operational resources to local association to assist them to improve their governance practices and organizational effectiveness.
- Participant Pathways – implementation of a new competition model for the AA/A level of play, developing improved B/C pathways including review of championship year end models and a new model for the High-Performance Pathway (AAA program).
The development of a new Strategic Plan in 2022 will be an important task for the incoming Board of Directors.

Eligibility Criteria to be a Director-at-Large or Athlete Director

To serve as Director-at-Large or Athlete Director on the Board of Directors of Ringette Ontario, one must:

- Be at least 18 years old
- Be a resident of Ontario
- Not be of bankrupt status
- Not have been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside of Canada
- Not be a director, officer, or committee member of a ringette association other than Ringette Ontario (i.e., not be a director or officer of a local, regional, or national ringette organization)
- Not be an employee of Ringette Canada or Ringette Ontario or be an employee of a member of Ringette Ontario.
- A candidate for Athlete Director must be currently active in the sport as an athlete or retired from competition for less than one year at the time of election.

To ensure that members of the Board of Directors understand their duties and obligations, Ringette Ontario has adopted a Directors Agreement that all board members must execute. A candidate for election to the board must submit a signed Directors Agreement with their candidate documents, the agreement to take effect if they are elected.

In addition, to ensure that directors have a sound foundation in the key principles and concepts that underpin Ringette Ontario’s policy framework, all directors of Ringette Ontario are required to have the following e-certifications:

- Effective Board Governance (Sport For Life Society)
- Safe Sport (Coaching Association of Canada)
- Introduction to Long-Term Development in Sport and Physical Activity (Sport for Life Society)
- Making Head Way in Sport – Concussion Awareness (Coaching Association of Canada)
- Respect in Sport for Activity Leaders (Respect Group Inc.)

Newly elected board members who do not have these certifications upon election must complete the certifications before the November board meeting of their first term.

Expectations and Commitment

Members of the Board of Directors of Ringette Ontario typically spend an average of 5-8 hours per month on board-related activities, but this may increase if they hold a position such as President or Chair of a standing committee.
Regular meetings of the Board of Directors take place in September, November, January, and May of each year. The meetings are typically on a Saturday and can last from 3-5 hours. Briefing materials are distributed one week in advance of the meeting and members are expected to have read and considered the material in advance of the meeting.

Occasionally, special board meetings may be called if warranted.

There is a brief meeting of the Board of Directors immediately following the Annual General Meeting, for the purpose of electing board members to the roles of President, Vice-President, Secretary and appoint Chairs to the Standing Committees from among the Directors-at-Large.

Prior to the pandemic, face-to-face board meetings were held at least twice a year but for the near future meetings will remain virtual.

There are two standing committees of the board, the Governance and Human Resources committee and the Audit and Risk Management committee, and board members may sit on one or the other of these committees. These committees meet at least once in advance of a full board meeting, and perhaps more often as issues require. All significant policy proposals pass before these committees for review and discussion before they come to the full board.

The Executive committee of the board manages the board’s priorities and agenda and is comprised of the President, the Vice-President, the Secretary, and the chairs of the Governance and HR committee and the Audit and Risk Management committee.

The Athlete Director is the board’s representative on Ringette Ontario’s Athlete Advisory Committee, which advises Ringette Ontario on policies and programs from an athlete perspective.

Meetings of board committees are virtual and often occur on weeknights.

Some roles, such as the role of President or chair of a standing committee, will from time to time require engagement during business hours and candidates for these roles should have this flexibility in their schedule.

Qualifications and Competencies

Effective board members will be those whose life and work experience and background equip them to contribute in a meaningful way to setting Ringette Ontario’s strategic direction and priorities, evaluating and adopting appropriate policies, overseeing financial performance relative to expectations, and delegating operational responsibilities to others while holding them accountable for achieving results while complying to policy.

GENERAL COMPETENCIES

- Minimum 3 years of Not-For-Profit volunteer experience
- Awareness and understanding of the duties and responsibilities of a director of a governance board
• Experience working in an executive, managerial, or oversight capacity
• High standards for personal integrity
• Collaborative, constructive working style
• Good communication skills

SPECIFIC COMPETENCIES

The Governance and Human Resources committee of the Board of Directors has conducted an assessment of the skills and competencies that would be of particular value to Ringette Ontario at this time. These skills are:

• Organizational change management
• Training systems/organizational learning
• Equity, diversity, and inclusion implementation
• Public relations/media relations/stakeholder relations
• Security of records and information systems
• Data analytics

The Ringette Ontario Board of Directors will be undergoing a leadership change, and particularly seeks candidates with governance leadership experience in a Not-For-Profit or Provincial Sports Organization context willing to consider a role such as chair of a standing committee.

Other competencies of value to the board are enumerated on the candidate information form, and candidates are encouraged to document their qualifications on each of these dimensions.

EQUITY, DIVERSITY, AND INCLUSION

Ringette Ontario works to promote Equity, Diversity, and Inclusion in the sport of ringette and we seek also to make the leadership of Ringette Ontario diverse and inclusive. We welcome candidacies from members of racialized minorities, Indigenous Peoples, persons with disabilities, persons of various sexual orientations and gender identities, and others with the skills and knowledge to help Ringette Ontario engage productively with diverse communities and contribute to the mission of the organization.

Nominations Process

Anyone seeking to be a candidate for election to the Board of Directors of Ringette Ontario must submit a fully completed Candidate Package no later than August 14, 2021.

A complete Candidate Package includes:

• A completed online Candidate Profile form outlining the candidate’s professional experience, governance experience, ringette/sport experience, NFP experience, etc.). The information on this Resume form will be made available to the membership in advance of the Annual General Meeting.
• A signed Directors Agreement, emailed to executivedirector@ringetteontario.com, with subject line: Candidate Directors Agreement. Submission of a signed Directors Agreement.
Agreement indicates your willingness to stand as a candidate, and your agreement to comply with the duties and obligations of a director if you are elected.

To ensure that there are sufficient well-qualified candidates for consideration by the membership, the Nominations Committee may seek out and nominate candidates in addition to those nominated by the membership.

A candidate’s nomination by the Nominations Committee merely admits them to the process of evaluation by the committee, it does not represent an endorsement of the candidate. The nominating committee’s report to the Membership reflects the Committee’s final recommendations following careful evaluation of all the candidates eligible to stand for election at the close of nominations. The purpose of the Nominations Committee evaluation process is to identify those candidates that are best suited to meet the needs of Ringette Ontario, given their knowledge, skills and experience, and other attributes and their understanding of the duties and obligations of a member of a governance board.

Following the close of nominations, the Nominations Committee will evaluate the nominees and select a short list of nominees to be interviewed. Following deliberations, the Nominations Committee will develop a list of candidates to be recommended to the membership at the AGM.

The Nominations Committee will advise all nominees of the list of those recommended by the Committee at least 14 days prior to the date of the AGM and at least 3 days before the committee’s recommendations are published to the membership.

Timelines

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<th>Step</th>
<th>Date</th>
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<tr>
<td>Call for nominations is posted</td>
<td>July 12, 2021</td>
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<tr>
<td>Call for candidates closes. Applications must be received.</td>
<td>August 14, 2021</td>
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<td>Nominations committee shortlist nominees to be interviewed.</td>
<td>August 21, 2021</td>
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<td>Nominations committee completes interviews.</td>
<td>August 31, 2021</td>
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<td>Nominees are informed whether they will receive a recommendation to the membership from the Nominations Committee</td>
<td>September 3, 2021</td>
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<td>Nominations Committee report is published to the membership, along with resume information for all nominees wishing to stand for election.</td>
<td>September 8, 2021</td>
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<tr>
<td>Board members are elected at the Annual General Meeting</td>
<td>September 18, 2021</td>
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Questions

Questions about this nomination process should be directed to:

John Voss, Chair of the Nominations Committee Email: president@ringetteontario.com