

NSEF BOARD OF DIRECTORS' NOMINATIONS PROCESS



The Nova Scotia Equestrian Federation (NSEF) is recruiting new volunteer Board members with varying professional backgrounds and skill sets.

Our organization and its Board are committed to a culture of inclusion. We would like to welcome Board members with skills, competencies, talents, identities, backgrounds, and perspectives across a broad and diverse range of leaders to enable us to achieve our goals and broaden our impact.

One of the goals of the NSEF's Strategic Priorities - ORGANIZATIONAL EXCELLENCE AND SUSTAINABILITY is to have a strong and effective Board with a defined governance structure and succession plan. One of the ways we support this priority is to recruit members to serve in the various Board of Director (BOD) positions. Developed by the BOD, a robust application process is led by the NSEF Nominations Committee ("the Committee"). The NSEF Board-approved process allows for the Committee to seek out members with a specific skill-set and interest in serving on our BOD. Once the Committee completes its role, a slate of successful candidates is presented for vote at the Annual General Meeting (AGM). This process is considered critical for organizations to fulfill their moral, legal, and ethical responsibilities to all those they reach, including members, employees, and volunteers. The benefits of a pre-determined slate of nominees include:

- Ensuring that the candidate skills and experience are aligned with the needs of the organization and BOD;
- Ensuring that conflicts of interest do not affect the quality and safety of programs and services offered by the NSEF;
- Reducing the risks and liability for members, employees and volunteers.

As a result of this nomination process, the Committee is able to ensure that all candidates presented to the membership are qualified and evaluated using a consistent criteria and process as outlined in the Candidate Application Package.

Vacancies

In 2021, there will be five (5) Directors elected, as per Bylaw Article 33:

Position	Term
Director of Club	1-Year Term
Director of Competitions	2-Year Term
Director of Recreation	2-Year Term
Director-at-Large	3-Year Term
Director-at-Large	3-Year Term

Term Limits: Per Bylaw Article 33

The BOD shall be comprised of Adult Individual Members of the NSEF, elected by the membership as follows:

To preside for a two-year staggered term, not exceeding two consecutive terms, a) Director of Competitions; b) Director of Education; c) Director of Recreation; d) Director of Equine Industry.

To preside for a three-year term, six (6) Directors at Large – whereby, at each AGM, two (2) Directors- at Large are elected.

At a club meeting prior to the Annual General Meeting (either in person or via conference call) a director representing Member Clubs will be nominated to serve on the NSEF Board of Directors. The Nominee must first be endorsed by his/her representative club. The newly nominated Director will be on the slate of Nominees for Election by the members at the AGM and will preside in this position for a one-year term.

Competency of Nominees

All nominations shall be reviewed by the Committee. The Committee shall provide the Members with a list of candidate Directors, taking into consideration the required skills and diverse needs of NSEF and the community it serves and a balance of new and experienced directors. If possible, the list of candidate directors shall exceed the number of vacant positions by at least one and at most double the number of vacant positions. No candidate may be eligible for election as a director unless such candidate has been reviewed by the Committee.

Eligibility: Per Bylaw Article 34

Any Voting Adult Member in Good Standing of the Federation shall be eligible to be elected a Director of the Federation.

Nominations

Nomination of an individual for election as a Director shall be submitted to the Committee by a current NSEF member in good-standing, in accordance with NSEF's Nomination policy, procedures and timelines. The Nomination shall include a written confirmation by the candidate expressing a willingness to stand for office, including a detailed profile of the candidate. Please note that portions of each successful candidate application may be used by the BOD to promote an applicant to the general membership. All applications 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 Nominations Committee:

1. Letter of Interest (max. 1500 words) including why you would like to serve on the NSEF 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 Nominations Committee. Please consider personal/confidential information within your CV before submitting with your Candidate Application Package;
3. Social Media profiles (optional);
4. Completed Director Nomination and Acceptance Form
5. Photograph (to be used in candidate package)

Please submit your completed Candidate Application Package by 4:00 p.m. Friday October 15th, 2021 to:

Nova Scotia Equestrian Federation
5516 Spring Garden Rd, Halifax NS B3J 1G5
ATTN: Kris Foley, Chair, Nominations Committee
or via email: nsef@sportnovascotia.ca

2021 BOARD OF DIRECTORS NOMINATION APPLICATION

NOMINATION AND ACCEPTANCE FORM

Name of Nominee

NSEF#

Nominated By

NSEF#

Dear Nominations Committee,

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

I wish to be considered a candidate for the NSEF Board position _____

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 Nova Scotia Equestrian Federation to verify the accuracy of my application and agree to cooperate and complete such documents as may be reasonably requested by Nova Scotia Equestrian Federation 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

Deadline to submit to Nominations Chair, Kris Foley is 4:00pm Friday, October 15th, 2021.

nsef@sportnovascotia.ca