



BOARD ELIGIBILITY AND DETERMINATION POLICY BOARD DEVELOPMENT AND RECRUITMENT PROCESS

DEFINITION

1. Nominations Committee: a committee appointed by the Board of Directors of Ski Jumping Canada who will be responsible to solicit nominations with the skills and characteristics defined in this policy for the election of the Directors and may nominate additional candidates for the election of Directors.

PURPOSE

2. Candidates for positions on the Board of Ski Jumping Canada are qualified and skilled persons capable of, and committed to, providing effective leadership and governance to Ski Jumping Canada.

3. The Nomination Committee is responsible for conducting a recruitment process that seeks out qualified and skilled persons and promotes an interest in seeking a nomination. The Nominations Committee makes best efforts that no candidate gains office by acclamation.

4. The Governance Committee is responsible for annually reviewing the composition of the Board as a whole and identifies any gaps that should be filled in new Board Member candidates and recommends to the Board the desired skills and experiences and communicates this information to the Nominations Committee.

SCOPE AND APPLICATION

5. This policy applies to all individuals interested in being a Director of Ski Jumping Canada.

Nominations Committee

6. The Ski Jumping Canada Board will appoint a Nominations Committee in accordance with the Nominations Committee Terms of Reference or who do not have a conflict of interest as it relates to the election process, but who have a strong understanding of the operations of Ski Jumping Canada, its vision, mandate and strategic plan and whom have previous experience on either a board or in human resource recruitment. Appointments of Nominations Committee members is not appealable.

7. The Nominations Committee is responsible for screening potential board candidates for suitability any candidacy for election for the Board of Directors, as outlined in the Ski Jumping Canada Bylaws and according to this policy and identified process. Candidates will be recruited based upon their demonstrated ability to contribute significantly to the leadership and governance of Ski Jumping Canada.

ELIGIBILITY OF CANDIDATES:

8. 18 years or older, who has the power under the law to contract.

9. Has not been declared of unsound mind by a court in Canada or another country; and who does not have the status of a bankruptcy

10. Meet the Qualifications and Core Competencies as outlined:

a) Previous board experience

b) Clear understanding of the role of governance vs operational aspects of the organization

- c) Strong understanding of the sport system
- d) Strong communication skills – ability to share ideas and influence others
- e) Visionary – able to see Ski Jumping Canada in broad terms as part of the sport sector
- f) Strategic – able to contribute to the development and execution of Ski Jumping Canada’s strategic plan
- g) Specific skills as identified through the nomination process below.

11. Any candidate who holds such a position shall confirm in writing that, if elected, they will resign that position to qualify for serving as a director, and any such elected candidate shall have thirty (30) days after being elected as a director to resign such position, failing which the director shall not be qualified to serve as a director.

BOARD DEVELOPMENT AND RECRUITMENT PROCESS:

12. The following process will be utilized to identify candidates for the Ski Jumping Canada Board:

Process	Timeline
Current Assessment of Board Skills and determination of who is continuing on the board Board Self Evaluation to allow individual board members to reflect on their effectiveness. <i>Tools used:</i> 1. Board Skill Matrix 2. Board Evaluation Tools <i>Responsibility:</i> Governance Committee <i>Who:</i> All Board Members to participate	6 months out from AGM
Identification of Skills Required on the Board Identification of potential people <i>Tools used:</i> 1. Analysis of the Matrix Tool 2. Knowledge of who is continuing on the board <i>Responsibility:</i> Governance Committee to meet and review the matrix and make recommendations on “skills” required on the board based on gaps identified and strategic initiatives/directions identified by the board. These gaps are then presented to the Board and subsequently shared with the Nominations Committee	5 months out from the AGM
Meeting with Prospective Board Members <i>Tools used:</i> Overview of Organization to ensure standard information from all committee members is shared to prospects <i>Responsibility:</i> Nominations Committee, Board	5 months to 2 months out from the AGM
Call for Nominations <i>Tools used:</i> Call for Nominations <i>Responsibility:</i> Nominations Committee, support provided as needed and communicated out through administrative support.	3 months – 6 weeks out from the AGM
Interviewing and Screening Interested Candidates <i>Tools used:</i> 1. Board Screening Questionnaire (Screening Policy) 2. Standard Interview Questions 3. Declaration of Conflict of Interest (policy and form) <i>Responsibility:</i> Nominations Committee	2 months to 1 month out from the AGM
Place candidates for Nomination at the AGM and determine level of suitability Tools used: Interview analysis and skill analysis, nominee evaluation metric, screening questionnaire analysis; conflict of interest declaration Responsibility: Nominations Committee The nominations committee will provide an update to the Governance Committee who will shared with the Board of Directors for information only	1 month out from the AGM

Orientation of New Members to the Board <i>Tools used:</i> Board Orientation Manual Responsibility: Governance Committee <i>Who:</i> Governance Committee, Board Chair	Prior to first board meeting after the AGM.
---	---

INTERPRETATION

13. In the event that this Policy conflicts with or contradicts the Bylaws of Ski Jumping Canada, the Bylaws shall precedence.