



## **June 28, 2023, ANNUAL GENERAL MEETING (AGM) ELECTION OF DIRECTORS**

### **CALL FOR NOMINATIONS**

#### **What is Pickleball Canada?**

1. Pickleball Canada is the national not-for-profit governing organization for the sport of pickleball in Canada.

#### **How is the Board of Directors structured?**

2. The current bylaws include thirteen elected (13) Directors and five appointed (5) Regional Directors. When vacancies within the group of 13 occur mid-year, the Board may appoint a qualified individual to fill the vacancy until the next Annual Meeting of Members.

#### **How many positions are up for election?**

3. There are currently eight (8) positions available, with six (6) positions for a two (2) year term, and two (2) positions for a one (1) year term, as well as five appointed (5) Regional Directors. The five (5) Regional Directors positions are not elected at the AGM; these positions are filled through elections by the regions.

#### **Responsibilities**

4. The Directors have the responsibility for setting direction, establishing policy, and overseeing the activities of the organization. More specifically, Directors must:
  - a. Support the objectives of the organization.
  - b. Attend meetings of the Board and actively participate in decision-making.
  - c. Be an advocate for the organization.
  - d. Serve on at least one (1) Board Committee
  - e. Read and understand the financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
  - f. Fulfill the duties of care, obedience, and loyalty to the organization, as a Director of a National Organization.
  - g. Participate in regular assessments to improve Board performance.
  - h. Participate in strategic planning activities.
  - i. Avoid conflicts of interest with themselves and/or the organization.
  - j. Participate in the organization's conferences and meetings.

#### **Time Commitment**

5. Pickleball Canada holds an average of eleven (11) meetings of the Board per year – with most meetings held electronically (e.g., zoom, teleconference).
6. Directors are expected to serve on at least one (1) committee and attend up to four (4) such committee meetings per year. There may be additional committee(s) work as required.

## **Term of Office**

7. Directors serve a term of two years.

## **Eligibility**

8. To be eligible for election as a Director, an individual must:
  - a. Be eighteen (18) years of age or older;
  - b. Be a resident of Canada for the purposes of the *Income Tax Act*;
  - c. Have the power under law to contract;
  - d. Have not been declared incapable by a court in Canada or in another country; and
  - e. Not have the status of bankrupt.
9. The following persons are disqualified from being a Director:
  - a. A person who has not met the requirements of the Corporation's screening policy, as posted on the organization's website;
  - b. A person who is a paid employee, consultant, contractor or independent contractor of the Corporation, any of its members, or any organization providing services to or on behalf of the Corporation, and one (1) year after;
  - c. A person in a conflict of interest as determined by the Corporation's policies relating to conflict of interest.
10. Directors must also adhere to all of Pickleball Canada's policies, including the Screening Policies, which includes obtaining a Criminal Record Check. Following election, Directors have thirty (30) days to comply with the screening procedures.

## **How will Board members be selected?**

11. Directors are elected in accordance with Pickleball Canada's By-laws (i.e., during a Meeting of the Members).

## **What qualifications are needed to be a Director?**

12. Directors must possess a majority of the following General Attributes and more than one of the Specific Skills:
  - a. General Attributes:
    - i. Knowledge of sport
    - ii. Team Player
    - iii. Board experience
    - iv. Business acumen
    - v. Leadership
  - b. Specific Skills:
    - i. Accounting and finance
    - ii. Entrepreneurship
    - iii. Legal
    - iv. Sponsorship and Fundraising
    - v. Human Resource Management
    - vi. Strategic Change Management
    - vii. Marketing and Communications
    - viii. National Sport Perspective
    - ix. Partner Relations

## Nominations

13. All individuals wishing to run for a position as a Director, including any current Director, must complete and sign a **Nominee Application Form** and submit it to the Nominations Committee along with a **letter of intent** and a **résumé** outlining the nominee's qualifications, successes, and work and volunteer history. Nominees may further submit:
  - **Information** describing what the nominee would like to do to further the objectives of Pickleball Canada – this material may be as detailed or specific as the nominee desires
  - A **biography** of the nominee (maximum 300 words)
  - **Testimonials** from other organizations or other individuals
  
14. The Nominations Committee will conduct due diligence by reviewing the nominee's qualifications, the required skills and attributes, potential conflict of interests or other significant matters which would preclude the nominee from successfully fulfilling the duties of a Director.
  
15. **As per Bylaw 4.5**, any nomination of an individual for election as a Director will:
  - a. Include the written consent of the Nominee by signed or electronic signature.

### **What is the deadline for submitting 2023 Nominee Applications?**

16. Nominee Applications must be submitted by **June 21, 2023, at 3:00pm (EDT)**.

### **Applications must be emailed to emailed to:**

**[info@pickleballcanada.org](mailto:info@pickleballcanada.org)**