

The Northern Ontario Curling Association (NOCA) is seeking interested individuals to serve on its Board of Directors.

The NOCA Board consists of 9 Directors, one from each of the 6 geographic regions and 3 Directors at Large with specific skills and experience that complement the skill set of the sitting board members.

NOCA is currently seeking four Directors to take office this spring. Each of the following positions will be for a 3-year term commencing **May 1, 2024**.

- **Region 1 Director**
- **Region 6 Director**
- **Director at Large**

Additionally, the following position will be for a 1-year term commencing on **May 1, 2024**.

- **Region 5 Director**

Potential directors will possess the following skills and attributes:

- Commitment and capacity (time, energy, expertise)
- Knowledge of roles and responsibilities of directors, board and staff
- Experience as an Athlete, Coach or Administrator
- Active involvement in curling club affairs
- View roles and responsibilities of a Region Director in Appendix B
- View additional desirable skills for the Director at Large position in Appendix C

If you are interested in a Region Director position, please contact the NOCA Executive Director and your Club Delegate. Region Directors will be elected at the spring region meeting on **April 22, 2024**

If you are interested in the Director at Large position, please submit a letter of intent and resume via email to Board President **Hayley Smith** – Hayley.smith@curlnoc.ca by **April 30, 2023**. The Director at Large position will be appointed by the Board of Directors.

If you require more information about either of the positions, please contact NOCA's Executive Director (contact details in footer).

IMPORTANT DATES

April 7, 2024 | Submit Advanced Candidacy for Region Director

While a Club Delegate may nominate a candidate for Region Director “from the floor” during the Spring Region Meetings, candidates that would like to make their intention known in advance may submit a photo and biography (150 words or less) by no later than April 7th, 2024, at midnight. Information about known nominees will be circulated one week in advance of election.

April 22, 2024 – 7pm ET/6pm CT | Spring Region Meetings

Region Directors are elected at this meeting. Participants must register in advance.

APRIL 30 | Submit Application for Director at Large

Individuals interested in being considered for the Board’s Member at Large position must submit a letter of intent and resume to NOCA’s Board President **Hayley Smith** – Hayley.smith@curlnoc.ca by midnight on Tuesday April 30th, 2024.

June 24, 2024 | Annual General Meeting

All members are encouraged to join the association for their Annual General Meeting on June 24, 2024. Participants must register in advance.



REGION DIRECTOR

Roles & Responsibilities

Board Activities:

- Attend monthly Board meetings (teleconference calls)
- Attend annual planning meeting (in person when possible)
- Review monthly financial statements
- Review any working documents as needed
- Chair and/or sit on committees

Region Director Activities:

- Secure sites for playdowns in region
- Ensure each club has a club delegate and that his/her contact information is provided to the NOCA office
- Ensure that the Club contact information for all clubs in the region is complete and up to date
- Communicate regularly with club delegates
- Hold regional meetings twice per year (teleconference or in person)
- Act as communication liaison between NOCA and Region Club Delegates
- Ensure clubs in their region have submitted all membership dues and applicable information
- Represent NOCA at events in the region (competitions, presentations)



DIRECTOR AT LARGE

Attributes & Skills

Skills:

- 1) **Required:** Financial Expertise – Including but not limited to a Financial Designation (CA, CMA, CGA), lived experience.
- 2) Personnel Management – (Human Resources)
- 3) Awareness of Fundraising methods, grant applications and processes
- 4) Administration/Management/Investment experience
- 5) Organizational development/Strategic Planning experience
- 6) Other skills valued by the Board:
 - a) Previous non-profit board experience
 - b) Knowledge of Information Technology

Attributes:

- 1) Commitment and capacity (time, energy, expertise) to fulfil the commitment as a Director at Large – the Board meets monthly by phone, occasional (once per year) in-person meetings. Occasional Committee work as required by the Board.
- 2) Knowledge about roles and responsibilities of a Director at Large, Board of Directors and Staff
- 3) Experience in policy development and revision
- 4) Experience in strategic thinking
- 5) Knowledge about the community of sport, not necessarily curling specific
- 6) Ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks
- 7) Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report involvement and/or awareness of the sport of curling including its presence in the community locally, provincially and/or nationally
- 8) Ethical and values-based behaviour