

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 position will be for a 3-year term commencing May 1, 2021.

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

*\*NOCA is also seeking a Director for a one-year term in Region 5*

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 NOCA Executive Director and your Club Delegate. Region Directors will be elected at the spring region meetings on April 15<sup>th</sup>, 2021.

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, 2021. 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 Executive Director Bobby Ray (contact details in footer).

### **APRIL 7 | 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 7<sup>th</sup>, 2021 at midnight. Information about known nominees will be circulated on April 8<sup>th</sup>, 2021 (one week in advance of election).

### **APRIL 15 | Spring Region Meetings**

Region Directors are elected at this meeting that begins at 6pm CT / 7pm ET on April 15<sup>th</sup>, 2021. Participant must register in advance.

### **APRIL 30 | Submit Application for Member at Large**

Individuals interested in being considered for the Board’s Member at Large position must submit a letter of intent and resume to Board President Hayley Smith (hayley.smith@curlnoca.ca) by midnight on Friday April 30<sup>th</sup>, 2021.

### **JUNE 21 | Annual General Meeting**

All members are encouraged to join the association for their Annual General Meeting on Monday June 21<sup>st</sup> at 6pm CT / 7pm ET. 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

### Attributes:

- a) Commitment and capacity (time, energy, expertise) to fulfill the commitment as a Director
- b) Knowledge about roles and responsibilities of a Director, Board and Staff
- c) Experience in formulating policy
- d) Experience in thinking strategically
- e) Knowledge about the curling community
- f) Ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks
- g) Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report
- h) Strategic connectivity to key clients
- i) Ethical and values-based behavior
- j) Other attributes valued by the Board of Directors

### Skills:

- a) Accounting designation (CA, CMA, CGA)
- b) Legal designation (LL.B)
- c) Professional qualifications (MD, PhD, MBA, Sport Science)
- d) Personnel Management (Human Resource Professional designation)
  - o) Media/Marketing/Public Relations contacts/experience
- e) Fundraising and funding source contacts
- f) Administration/Management experience
- g) Government relations/contacts
- h) Organizational development/Strategic Planning experience
- i) Other skills valued by the Board of Directors

*This upcoming season the Board is prioritizing candidates with experience in “**change management**”. It is recognized that during these times of great disruption there are opportunities for evolution and innovation that the organization would like to explore.*