

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 two Directors to take office this spring. Each of the following positions will be for a 3-year term commencing May 1, 2023.

- **Region 3 – Director**
- **Region 4 – Director**
- **Director at Large**

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 meeting on April 16, 2023.

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@curlnoca.ca) by April 15, 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 Executive Director Mike Harris (contact details in footer).



DIRECTOR AT LARGE Attributes & Skills

APRIL 14 | 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 14th, 2023 at midnight. Information about known nominees will be circulated one week in advance of election.

APRIL 16 | Spring Region Meetings

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

APRIL 14 | 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 14th, 2023.

JUNE | Annual General Meeting

All members are encouraged to join the association for their Annual General Meeting in June. Date to be determined. Participants must register in advance.



REGION DIRECTOR
Roles and 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)
- e) Media/Marketing/Public Relations contacts/experience
- f) Fundraising and funding source contacts
- g) Administration/Management experience
- h) Government relations/contacts
- i) Organizational development/Strategic Planning experience
- j) Other skills valued by the Board of Directors