



Wheelchair Rugby Canada Call for Nominations

Wheelchair Rugby Canada is the national governing body for the Canadian Heritage Sport of wheelchair rugby. Wheelchair Rugby Canada strives to be a world-leader in wheelchair rugby, a respected advocate for wheelchair athletes and a visionary organization committed to excellence in programs from recruitment to retirement.

Wheelchair Rugby Canada is looking for up to five (5) individuals to join the organization's Board of Directors:

- President, elected for a four-year term
- Athlete Director, elected for a four-year term
- Director at Large (1), elected for a four-year term
- Directors at Large (2), elected for two-year terms

Terms of Reference

The governing authority for the Board of Directors is established in the Wheelchair Rugby Canada (CWSA) By-Laws (November 30, 2013). As members of the Board, directors are trustees under the law and have responsibility to oversee the conduct of the business, to monitor results and to work collaboratively to ensure that all major issues affecting the business and affairs of the organization are given proper consideration.

Purpose

It is the primary responsibility of the Board to ensure that the assets and resources of Wheelchair Rugby Canada are properly managed. The Board of Directors will develop and approve the strategic plan for Wheelchair Rugby Canada, in consultation with Staff and Membership, and monitor the results to be achieved through the implementation of the plan.

Scope

While the Board will delegate the organization's management responsibilities to the CEO, the Board shall retain accountability and responsibility for the entire organization.

Limitations

Unless authority is delegated from the Board, an individual Director has no authority to commit the organization to any action, policy or financial expenditure and has no direct operational authority. All Directors shall abide by all the decisions of the Board.

Terms

Board members are elected to terms of four (4) years, staggered, as follows:

- President, Athlete Director, Director 1 elected in the odd year following the Paralympic Games
- Vice President, Treasurer Director and up to two additional Directors elected in the odd year following the World Championship.

Responsibilities

Implement the Wheelchair Rugby Canada strategic plan and monitor progress toward the desired results including:

- Develop an accountable, transparent and clear governance structure that allows the Board to engage in discussions of mission, strategy and results.
- Prepare governing documents and organizational policies that address:
 - Governance Process – how the Board carries out, and monitors, its responsibilities;
 - Board/Committee Relations – how the Board delegates authority and maintains positive relations with the WRC Committees and Staff;
 - Ethical Values and Behaviour – these are the boundaries of prudence and ethics within which all activities and decisions will take place;
 - Risk Management – ensuring effective management including, but not limited to, financial, legal and human risk management.
- Govern and maintain policy oversight responsibilities of Wheelchair Rugby Canada, consistent with the by-laws.
- Recruit, hire and supervise the Chief Executive Officer (CEO), complete evaluations of the CEO's performance, competence and integrity, and establish the CEO's compensation package to:
 - Advocate and liaise with the federal government and public;
 - Ensure mechanisms for mediation of disputes, appeals and independent arbitration are in place;
 - Assess the Board's performance and effectiveness;
 - Present an audited financial statement annually to the membership;
 - Ensure Wheelchair Rugby Canada maintains sufficient financial resources to maintain sustainability;
 - Fulfill any responsibilities required by legislation and bylaws.
- Clearly separate the Board oversight and monitoring responsibilities from the operations of Wheelchair Rugby Canada.
- Develop and maintain clearly defined linkages between the organization and its members.

Requirements

Candidates must meet the following minimum criteria:

- Be 18 years of age or older
- Have the power under law to contract
- Be a resident of Canada
- Have not been declared incapable by a court in Canada or in another country
- Not have the status of bankrupt
- Satisfy the requirements of the Income Tax Act in relation to the eligibility to serve as a director of a registered charity
- Not be employed or contracted by Wheelchair Rugby Canada or any of its provincial/territorial affiliates

In addition, the ideal candidate will have:

- Experience serving on Boards of not-for-profit organizations
- A specific skill set or expertise in areas such as business, marketing, fundraising and sponsorship, communications and media that would benefit the organization
- Knowledge of the Canadian sport system is an asset but not essential
- Ability to commit approximately 10 – 15 hours per month to the work of the Board
- Willing and able to travel if necessary
- Bilingualism is an asset

This is a volunteer position.

Wheelchair Rugby Canada is committed to employment equity and diversity in the workplace. We welcome and encourage nominations from individuals from across the country, including but not limited to BIPOC, LGBTQ+, persons with disabilities, and others who reflect the diversity of Canadian Society. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Interested candidates are required to complete the attached form – Appendix A – to be considered for a position on the Board of Directors.

Deadline for applications is midnight EST on June 23, 2021.

Please send applications, via email, to the Chair of the Nominations Committee:

Attention: Kathy Newman newman.kathy2@gmail.com

**APPENDIX A
CANDIDATE APPLICATION FORM**

This form is to be completed by any person seeking election to the Board of Directors with Wheelchair Rugby Canada.

Seeking Election to the Position of:

Name of Candidate:

Address:

Phone Number(s):

Email Address:

Each nominee must complete and sign this Application Form and submit it to the Nominations Committee along with a resume. Nominees may further submit:

- A **campaign platform** describing what the nominee would like to do to further the objectives of Wheelchair Rugby 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

1. Check the General Attributes and Specific Skills that you believe you have:

| | |
|--|---|
| <p>General Attributes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of wheelchair rugby <input type="checkbox"/> Business Acumen <input type="checkbox"/> Board Experience <input type="checkbox"/> Policy Development <input type="checkbox"/> Team Player <input type="checkbox"/> Experience in strategic thinking <input type="checkbox"/> Risk Management experience <input type="checkbox"/> Ethical and values-based behaviour <input type="checkbox"/> Representative of membership population <input type="checkbox"/> Commitment and capacity <input type="checkbox"/> Bilingualism | <p>Specific:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leadership <input type="checkbox"/> Government Relations <input type="checkbox"/> Fund Development <input type="checkbox"/> Accounting and Finance <input type="checkbox"/> Strategic Change Management <input type="checkbox"/> Human Resources Management <input type="checkbox"/> Marketing <input type="checkbox"/> Communications and Media <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> International Sport Perspective <input type="checkbox"/> Political Capital |
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- Please highlight additional skills or competencies that would contribute to the effective leadership and governance of Wheelchair Rugby Canada

By signing this Application Form, I consent to my nomination as a Director:

Name (print), signature

Date

Applications may be submitted by email, mail, courier or facsimile to the following address:

Wheelchair Rugby Canada

108-2255 St. Laurent Blvd.

Ottawa, ON

K1G 4K3

newman.kathy2@gmail.com
