

August 25, 2021



Biathlon Canada is seeking volunteers to serve on its Board of Directors for terms beginning October 2021.

The Board of Directors is composed of between seven (7) and twelve (12) Directors. For the upcoming year, there will be between two (2) and seven (7) positions up for election at the Biathlon Canada Annual Meeting. Biathlon Canada Directors will be elected to the Board for a two-year term. Biathlon Canada strives to achieve gender balance on its Board and a cross section of people from different regions of the country.

These openings will be filled by persons having expertise in the competency areas outlined in the attached Board Information Package. This year the Nominating Committee is interested in attracting new members to the Board with competencies in one or more of the following areas:

- Legal and risk management expertise;
- Marketing and or branding expertise;
- Fundraising expertise in the not-for-profit sector; or
- Experience with complex not-for-profit governance transition.

Interested individuals are encouraged to complete an application with the components outlined below no later than September 21, 2021 at 17h00 (MST). The elections will take place at the 2021 Annual Meeting on Tuesday, October 19, 2021.

Commitment: The Biathlon Canada Board meets every other month via teleconference and more frequently should issues arise. All meetings are via teleconference/Zoom except for one in-person meeting in the Spring. In addition to meetings, Board members are expected to be active members on at least one committee and all Board members are expected to support fundraising and revenue generation initiatives. More information is outlined in Attachment 1 to the Board Information Package below.

Eligibility:

- Be of legal age
- Be a resident of Canada
- Satisfies the criteria laid out in the Canada Not for Profits Act
- Have the endorsement of the Nominating Committee
- At the General Meeting, the Chair of the Meeting may accept other Board nominations not endorsed by the Nominating Committee, providing they meet the criteria of Board membership.

Please see Attachment 1 for a description of qualifications and core competencies of elected directors.

Directions for submitting an Application:

Complete the Application form and Sterling Backcheck online using the links below. Please send a headshot photo, and copy of the completed Screening Application and Disclosure Form to hambery@biathloncanada.ca.

Should you have any questions, please reach out to the Co-Chair of the Nominating Committee, Mike Walker at mwalker.orc@gmail.com. Applicants are encouraged to contact the Nominating Committee in advance. Applications are due on September 21, 2021 by 17h00 MST.

1. Application Form ([Form Here](#)).

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2. [Screening Application Form and Screening Disclosure Form](#) (Complete Appendix B & C) sent to hambery@biathloncanada.ca.
3. E-PIC completed through Sterling Backcheck. [Click here for instructions.](#)
NOTE: Results of the E-PIC must be known by October 12, 2021 [typical processing times for the Backcheck is three to five business days]. If we do not have the results or if the result is not satisfactory, then the individual will not be eligible for nomination to the Board.

The elected candidate will complete a Biathlon Canada Orientation and is required to complete Safe Sport training (at Biathlon Canada's cost). The successful candidate may be required to complete additional training as required.

BOARD OF DIRECTORS INFORMATION PACKAGE

Our Mission – Biathlon Canada will achieve consistent international podium performances by leading, promoting, developing and governing biathlon in Canada to the highest standard of excellence.

Our Vision – We see consistent medal contenders in international competitions who are led and supported by an effective and dynamic organization, which also provides a domestic program of rewarding participation opportunities for all members.

Our Values – The fundamental beliefs of Biathlon Canada are that we believe in:

- Excellence: Every member of Biathlon Canada must strive to achieve the highest standard of excellence in every endeavour of the association.
- Leadership: Biathlon Canada and our empowered members must exercise leadership to achieve the mission.
- Democracy: We believe in the universally accepted democratic principles.
- Athlete Centred: The purpose and focus of all our programs, services and action is directed at the holistic development and support of the athletes and their performance.
- Safety: Biathlon must be safe for everyone.
- Integrity and Ethics: Integrity and ethics, incorporating fairness, justice, honesty, non-discrimination and respect must govern all aspects of Biathlon.

Qualifications and Core Competencies of Directors

Directors shall fulfill all requirements of the *Not-for-Profit Corporations Act* and further, shall be a resident of Canada and of legal age.

Directors of Biathlon Canada commit themselves to ethical, businesslike and lawful conduct, including proper use of authority and decorum when acting as Board members. Accordingly, Directors must be able to represent unconflicted loyalty to the interests of all Biathlon Canada members. This accountability supersedes any conflicting loyalty such as to advocacy or interest groups, and membership on other boards. It also supersedes the personal interest of any Director acting as a consumer of Biathlon Canada's services, or having a family member who is a consumer of Biathlon Canada services.

Directors will be recruited based upon their demonstrated ability to contribute significantly to the leadership of Biathlon Canada and to fulfill their statutory fiduciary responsibilities. The core competencies that ideally will be reflected in the Board **as a whole are**:

- Knowledge of strategic and business planning;
- Human resources management expertise;
- Legal and risk management expertise;
- Financial management expertise;
- Marketing and or branding expertise;
- Fundraising expertise in the not-for-profit sector;
- Business and /or corporate experience;
- Demonstrated leadership skills in the not-for-profit sector or other endeavours; and

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- Biathlon background and knowledge as an athlete, coach, official, administrator or volunteer leader.

All candidates for election as a Director will complete and submit a Candidate Qualification Form. Please note that in an effort to select the most suitable candidates for the positions, all aspects of the Qualification Form should be completed. During the screening of the forms please note that a weighted methodology may be used.

Additional information on Biathlon Canada can be found in Attachment 1.

Attachment 1

Biathlon Canada Board Information Package

Background

This Biathlon Canada Board of Directors is currently in the transition phase from an operational board to a policy governance board. Board meetings and activities are centred around policy, governance, and strategy. Board members are expected to be actively engaged in at least one committee or operational working group.

Composition

The Board of Directors is composed of between seven (7) and twelve (12) Directors. One Director will be elected as President. All of these positions are elected positions, as per the [Biathlon Canada By-Laws](#). Biathlon Canada strives to achieve gender and regional balance in its Board makeup.

Qualifications

A Director must be an individual with power under law to contract and who resides in Canada. Individuals with the following attributes are disqualified from serving as a director:

- Anyone less than 18 years of age
- Anyone who has been declared incapable by a court in Canada or another country
- A person who is not an individual, and
- A person who has the status of a bankrupt.

Roles and Current Focus

Many prospective Board members currently serve, or have served in the past, on boards of organizations, and each comes to Biathlon Canada with personal experiences and perceptions of how a Board operates. In general, the Board's role is to manage or supervise the management of the activities and affairs of Biathlon Canada.

One of the main trajectories for the Board in the coming year will be continuing the work on developing the [Nordic Strategy](#). The Strategy is a joint initiative between Biathlon Canada, Nordic Combined Ski Canada, Nordiq Canada and Ski Jumping Canada in an effort to help Canada's Nordic sports improve their operations and high-performance results by doing more together.

Many other topics are on the agenda of the Board from time to time. Currently the following items are part of the discussion (in no particular order):

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- Creating Biathlon Canada's Strategic Plan;
- Completion of the transition to a policy governance model;
- Review of policies;
- Implementing Safe Sport and Inclusion best practices;
- Fundraising;
- Marketing and sponsorship opportunities;
- Review and monitoring of Biathlon Canada's financial statements;
- Engagement and growth of the Biathlon community and membership;
- Exploring strategic partnerships, for example, the Nordic Strategy.
- Addressing issues related to the effective conduct of Biathlon Canada from a leadership and oversight capacity;
- Supporting the General Manager regarding human resource issues and any board level challenges requiring discussion/decision on the way forward for the betterment of Biathlon Canada Members.

Remuneration

Directors receive no financial compensation for their participation.

Meetings

The Biathlon Canada Board meets at least every other month via webinar/teleconference on the basis of the fiscal year running from May 1 through to April 30. There is typically one face-to-face meeting in the Spring. Depending on the circumstances, board meetings usually occur in September or October (prior to and in conjunction with the Annual Meeting of the Biathlon Canada Membership) and on a rotation every two months after this. A schedule for all meetings is established at the first Board meeting after the Annual Meeting.

In addition to the identified meetings, circumstances may dictate the need for webinars/conference calls for specific issues. These webinars/conference calls are arranged by the Biathlon Canada office and the timing is determined by the availability of the Directors. A quorum is a simple majority of the number of Directors holding office.