



CurlingAlberta.ca

CURLING ALBERTA BOARD OF DIRECTORS RECRUITMENT BRIEF 2021

INTRODUCTION

Curling Alberta wishes to provide information for individuals interested in standing for election as a Director of the Board. This document provides an overview of Curling Alberta's mission, vision, values, its operations, governance practices, and time requirements for Board service. This document also outlines foundational and complementary skills sets sought to establish a well-rounded Board. Anyone with questions or seeking additional information should contact Curling Alberta (board@curlingalberta.ca).

OVERVIEW

MISSION

We exist to inspire the curlers of today and tomorrow.

VISION

We believe in spreading the power of sport through curling. We are committed to protecting the health and happiness of future generations while honouring our rich history. For all ages and abilities, Curling Alberta will provide equitable and quality opportunities to participate in our sport, striving to make curling the fairest sport of choice for all within our boundaries.

VALUES

Fearless Leadership
Trusted Professionals
Part of a Community
Excellence by Design

GOVERNANCE

The current Board consists of twelve directors, one serves as President, one serves as Vice President, one serves as Treasurer, and one serves as Secretary. We set direction through strategic planning and provide guidance and direction to our Executive Director on operational issues.

Our Governance Charter ([CA-Governance-Charter-18.pdf \(curlingalberta.ca\)](#)) outlines how the Curling Alberta Board is expected to function and outlines the roles/responsibilities between the Board and the Executive Director.

Our behaviors as a board to fulfill our governance role on behalf of the organization, among others, will include:

- The Board speaks with one voice.
- The Executive Director is the one employee of the Board.
- The Board and Executive Director operate in a collaborative environment towards achieving the vision and goals of the organization.

In order to fulfill your role as a member of the Board, among other expectations, Directors are responsible for the following:

- Acting as representative and in the best interest of curling for Curling Alberta.
- Attending regularly scheduled Board meetings.
- Being prepared for Board meetings by reading and understanding the agenda package before the meeting.
- Reading and understanding the minutes of Board meetings and the minutes of their Committee assignments.
- Be familiar with policies of the organization.
- Being aware of the contents of the website, social media, and all organization publications.
- Understanding the organization goals, objectives, and programs and how they are decided and implemented.
- Understanding the organizations budgets, budget process and financial status.
- Managing conflicts of interest and avoiding self-serving policies.

TERM OF OFFICE

Directors are elected to a three (3) year term, with an opportunity to running for re-election for an additional three (3) year term to a maximum of six (6) years.

BOARD COMMITTEES

The Board establishes its committees at the first Board meeting of the year. Current Board committees are:

Executive Committee
Governance Committee
Finance Committee

Working Committees (operational) are established to support the operations of the organization in line with the strategic plan. These are led by the Executive Director and may be supported by Board members.

Terms of reference of all committees can be provided on request.

COMPENSATION/EXPENSE REIMBURSEMENT

As a volunteer Board, the Directors serve without compensation.
Expenses for travel on behalf of Curling Alberta are reimbursed as per policy.

LIABILITY INSURANCE

Curling Alberta carries a Directors' Liability Insurance of \$5 million.

TIME COMMITMENT

Directors should be prepared to spend a minimum of 8 – 10 hours per month on Board matters. This includes time spent on preparing for and attending Board, committee, and planning meetings, and Directors' education and development sessions. Officer positions and individuals chairing committees should expect to put in additional hours.

The Board holds meetings every two months and are typically four to five hours in length.

Committee meetings are held as required depending on the work of the committees.

All meetings are currently being held electronically.

BOARD QUALITIES AND SKILLS

The ideal board candidate will possess the following qualities.

- Board experience – Organizational & Governance knowledge and experience at a somewhat complex organization.
- Leadership qualities.
- Independence and sound judgment – they have the courage to ask tough questions and voice their opinions.
- Continuous improvement mindset – including being open to new ideas, are strategically agile and responsive to change.
- Conflict resolution – they are oriented to resolve conflict, are resilient after it occurs, and support Board decisions once made.
- Creativity – ability to think outside the box, and open to unique solutions to problems.
- Supportive of diversity and inclusion – recognizes the value of a diverse board, which brings unique experiences and points of view to the organization.

BOARD SKILL SETS

The Curling Alberta Board has recognized the following skills required to direct our organization to a successful future.

The ideal candidates could possess the following foundational skills:

Skill	Description
Financial Literacy	<ul style="list-style-type: none"> • Ability to read, understand and analyze complex financial statements. • Experience with financial accounting standards, internal controls, audit, and reporting. • Financial designation ideal.
Policy & Governance	<ul style="list-style-type: none"> • Experience in leading the drafting, revising and engagement in diverse and interconnected policy and procedures. • Prior Board experience.
Strategic Planning	<ul style="list-style-type: none"> • Experience in engagement with strategic planning, overseeing the measuring/reporting, and identification of strategic priorities.

The skills below are additional and complementary skills that are valuable to the Curling Alberta Board.

Stakeholder Relations & Marketing	<ul style="list-style-type: none"> • Demonstrated experience at the developmental, community level of curling. • Demonstrated ability to facilitate healthy interactions/relationships and effectively deliver messaging in a diverse, multi-stakeholder environment specific to the sport of curling. • Understand and have experience with different client experience delivery models and leading practice. • Experience with brand and culture leading practices.
Communication	<ul style="list-style-type: none"> • Experience in communications with members, employees, and stakeholders. • Experience in media communications strategy and delivery.
People & Human Resources	<ul style="list-style-type: none"> • Have led an HR function in an organization of higher order complexity. • Talent acquisition and development in an organization of higher order complexity. • Overseeing, creating, managing Executive and senior leadership compensation, rewards program/s and succession planning of key roles.
Senior Leadership	<ul style="list-style-type: none"> • Experience as a Senior/Executive leader in a government/public sector or private sector organization. • Engagement with senior level budget development and reporting, risk identification and mitigation, policy/procedure review and approval, organizational structure (individual positions and larger

	decisions) that impact employees, engagement with strategic planning and reporting, etc.
Risk Management	<ul style="list-style-type: none"> • Identifying principal risks of an organization. • Leading various stakeholders and leaders in an organization through risk identification and mitigation exercises/reporting to a President/CEO and ultimately to a board. • Designing and/or overseeing the equivalent of an enterprise risk management program.

These are not the only skills that are valuable to Curling Alberta. We encourage candidates who have other skills to continue to consider being nominated to the Curling Alberta Board.