

BOARD OF DIRECTORS RECRUITMENT BRIEF

INTRODUCTION

Curling Alberta is seeking qualified individuals to stand for election to its Board of Directors. This document provides an overview of Curling Alberta's mission, vision, values, operations, governance practices, and time commitments related to board service. It also outlines the foundational and complementary skill sets that contribute to a well-rounded board. Anyone with questions or seeking further information is encouraged to contact Curling Alberta at board@curlingalberta.ca.

ORGANIZATIONAL OVERVIEW

VISION

Curling will be the sport of choice in Alberta—where clubs are thriving businesses and vibrant community hubs.

MISSION

We strengthen clubs and grow curling by providing leadership, programs, events, and services that support participation and development.

CORE VALUES

Health, Well-Being & Safety

Trusted Professionals

SUPPORTING VALUES

Fearless Leadership

Part of a Community

Excellence by Design

Valuing Our People

GOVERNANCE STRUCTURE

The Curling Alberta Board currently consists of twelve directors, including the President, Vice President, Treasurer, and Secretary. The Board sets strategic direction and provides oversight to the Executive Director, who manages the operations of the organization.

Our Governance Charter outlines the roles and responsibilities of both the Board and the Executive Director. As part of their governance responsibilities, board members are expected to:

- Speak with one voice as a collective board.
- Provide oversight, not day-to-day management, through the Executive Director.
- Operate collaboratively in pursuit of Curling Alberta's mission and goals.

Board Members are responsible for:

- Acting in the best interests of curling and Curling Alberta.
- Attending and actively participating in regularly scheduled board and committee meetings.
- Being fully prepared for meetings by reviewing agenda packages and related materials.
- Understanding organizational goals, programs, policies, and financial matters.
- Managing conflicts of interest and ensuring transparency in decision-making.

TERM OF OFFICE

Directors are elected for a three (3) year term and may seek re-election for one additional term, for a maximum of six (6) consecutive years.

BOARD COMMITTEES

Standing Board Committees currently include:

- Executive Committee

- Governance Committee
- Finance Committee

In addition, Operational (Working) Committees may be established to support the Executive Director in delivering strategic priorities. Board members may be invited to serve on these operational committees as appropriate.

Terms of Reference for all committees are available upon request.

COMPENSATION & EXPENSES

As a volunteer board, directors serve without remuneration. Expenses incurred while traveling or conducting Curling Alberta business are reimbursed according to Curling Alberta's policies.

DIRECTORS' LIABILITY INSURANCE

Curling Alberta maintains Directors' and Officers' Liability Insurance in the amount of \$5 million.

TIME COMMITMENT

Board members should anticipate contributing approximately 8–10 hours per month to Curling Alberta business. This includes preparation, board meetings, committee meetings, planning sessions, and ongoing education and development.

- Board meetings are held approximately every two months (typically 4–5 hours per meeting).
- Committee meetings occur as required.
- Meetings are generally held in-person in Edmonton but may rotate or be attended virtually when necessary.

Officer positions and committee chairs may require additional time commitments.

DIVERSITY OF EXPERIENCE & REGIONAL REPRESENTATION

Curling Alberta is committed to building a board that reflects the full range of perspectives, experiences, and regions across our province. We recognize the unique characteristics of curling communities throughout Alberta — from large urban centres to smaller rural clubs — and we strongly encourage nominations from individuals in all geographic areas.

Our goal is to assemble a board that brings a wide variety of backgrounds, skill sets, and life experiences to the table. We believe that strong decision-making is strengthened by diverse viewpoints and a broad understanding of the communities we serve. While lived experiences may differ, all board members share a commitment to the health, growth, and long-term success of curling in Alberta.

DESIRED BOARD QUALITIES

We seek individuals who demonstrate:

- Board governance and leadership experience.
- Independent, sound judgment and willingness to ask challenging questions.
- Strategic agility, adaptability, and openness to new ideas.
- Strong conflict resolution skills and resiliency.
- Creativity and openness to innovative solutions.
- Commitment to diversity, inclusion, and equitable decision-making.

FOUNDATIONAL BOARD SKILL SETS

Skill	Description
Financial Literacy	Ability to analyze financial statements; knowledge of accounting standards, internal controls, audit processes, and reporting. Financial designation is an asset.

Skill	Description
Policy & Governance	Experience drafting, revising, and implementing policies and procedures. Previous board experience preferred.
Strategic Planning	Experience in strategic plan development, monitoring, reporting, and priority setting.

COMPLEMENTARY BOARD SKILL SETS

Skill	Description
Stakeholder Relations & Marketing	Experience in multi-stakeholder environments; community sport development; brand management; and customer/member experience.
Communication	Experience engaging with members, media, staff, and stakeholders; communications strategy and delivery.
People & Human Resources	Experience with HR management in complex organizations, including talent acquisition, succession planning, and executive compensation.
Senior Leadership	Experience at senior levels in government, public, or private sectors with responsibility for budgets, policy, and organizational structure.
Risk Management	Experience identifying and managing organizational risk, leading enterprise risk management processes, and advising executive leadership.

Note:

These are not exclusive skill sets. Curling Alberta encourages individuals with a wide variety of lived experiences, professional expertise, and leadership backgrounds to consider submitting their name for nomination.