

2019 BOARD OF DIRECTORS INFORMATION & NOMINATION FORM

ANNUAL GENERAL MEETING – SATURDAY, MARCH 23, 2019 (3-4PM – TIME TBD)
RADISSON HOTEL, RED DEER

Call for Nominations - AEF is seeking candidates to serve on its Board of Directors to support the objectives, goals and activities of the organization. The AEF Board will reflect a diversity of experience, skills, knowledge and abilities suited to the strategic needs of the organization. Individuals are not specifically required to have a high level of experience or knowledge within the equine sector. Individuals from a range of backgrounds and professional sectors are considered valuable to the board.

Terms of Service

The AEF board consists of up to 12 Volunteer Directors and 3 Presidents (Current, Elect, Past). All Directors serve a three-year term to a maximum of two consecutive terms (6 years) and must stand for election from term to term. Four (4) individual director positions are available for 2019 beginning on March 23, 2019.

Requirements of Elected Officers:

- Directors shall fulfill all requirements of the Alberta Societies Act and shall be a permanent resident of Alberta and of legal age (18 years or older).
- Directors commit themselves to ethical, businesslike and lawful conduct, including proper use of authority and decorum when acting as Board members.
- Directors must be able to represent an unconflicted loyalty to the interests the AEF members. This accountability supersedes any conflicting loyalty such as to advocacy or other interest groups.
- Directors are recruited based upon their demonstrated ability to contribute significantly to the leadership of AEF and to fulfill fiduciary responsibilities.

The role of AEF Board members is to be involved in:

- Ongoing evaluation of the organization's mission, vision and values;
- Monitoring the organization's progress towards achieving its mission and strategic direction;
- Community and stakeholder outreach;
- Continued evaluation of the organization to best serve the membership;
- Financial oversight (due diligence) and fundraising;
- Board self-maintenance, including recruitment and orientation of new Directors.

Directors must:

- Attend a minimum of 60% of scheduled board meetings (4 - 6 meetings per year);
- Participate on standing committees and, as needed, ad hoc committees;
- Participate and network at internal and external events; fundraising, related meetings, member and nonmember events, and other activities as necessary;
- Be readily accessible and responsive to email and voicemail communication;
- Positively support the aims and objectives of the organization;
- Abide by the AEF Bylaws, Code of Ethics and Governance Manual Policies.

The core competencies that will be reflected in the Board as a whole are:

- business acumen;
- positive communication;
- financial experience;
- demonstrated understanding of legal and human resources principles and frameworks;
- corporate governance experience; and
- strategic planning experience.

Each Board member will possess the following to be eligible to sit on the Board:

Basic Skills

- demonstrated interest and passion for building and maintaining a strong, vibrant non-profit organization;
- excellent interpersonal skills and ability to work effectively in a group;
- good oral and written communications;
- understanding and experience with board structures and governance;
- commitment to represent the best interests of the Federation and its members;
- personal accomplishments in three or more areas in the following skills matrix.

Skills Matrix (three or more of the following areas of expertise are required).

Strategic Planning

- Determining multiple year strategies, long-term planning and projects to pursue;
- Knowledge of direction setting to work within, and reach desired outcomes and objectives;
- Understanding of relationships between non-profits and its stakeholders, including the communities served; corporate sponsors, funders and different levels of government.

Community Outreach and Communication

- Building positive relationships and networks with community members and nonmembers, community/industry organizations, government officials, external relations.

Financial Management

- Setting and following financial goals in conjunction with the overall strategic objectives;
- Familiarity with financial controls and structure required for non-profit organizations;
- Financial planning and tools required to support long-range sustainability of non-profit organizations.

Legal / Governance

- Non-profit governance structure, bylaws and requirements;
- Organizational policies and procedures.

Time Commitment

The time commitment is not onerous, but board members must set aside time to attend meetings (4 – 6 meetings per year; majority via conference call), attend fundraising initiatives, network and attend member and nonmember events and meetings, and, work with committees as determined by the board to support AEF activities.

Eligibility, Application and Selection

1. To be eligible to stand for election, an individual must:
 - a. Be 18 years of age or older;
 - b. Be an AEF member in good standing;
 - c. Be nominated by an AEF member (and accept) or self-nominate by completing and submitting the Nomination form which includes a brief biography.

Note: Nominations are NOT accepted from the floor

2. Nominations can be made at any time, up to **Wednesday, February 6, 2019 at 4:30 pm.**
3. The AEF Nomination Committee will review nominations and request an interview with suitable nominees.
4. The Nomination Committee will recommend to the Board, a slate of candidates it believes are best suited to the role based on the application/nomination criteria.
5. Members voting in person at the Annual General Meeting or electronically will be able to vote for candidates.

ALBERTA  EQUESTRIAN
— F E D E R A T I O N —

2019 Nomination Form
Election to the Board of Directors
Submission Deadline - Wednesday, February 6, 2019
Submit form to execdir@albertaequestrian.com

Nomination forms must be complete and be submitted by email with a jpeg photo (min 150kb). This information is used for circulation to all AEF members to allow them to vote. All nominees should be in attendance at the AEF AGM (March 23, 2019, 3 - 4 pm, Radisson Hotel, Red Deer, AB). Incomplete nomination forms will not be accepted. Items marked with an * will be shared with the AEF membership. If more space is required, please submit additional information with application.

Nominee Application and Information (can be completed by nominee, or nominator)

*Name of Nominee (First, Last): _____

AEF Membership Number: _____

Mailing Address: _____

Email Address: _____

Primary Phone: _____

Date of Birth (M/D/Y): _____

Professional Experience/Work History

(Choose up to four, that highlight the nominee's competencies that would benefit the Board)

Community Involvement

(Highlight nominee's past board experience, committee, or volunteer roles)

Interest and Expertise

(Highlight areas of AEF’s mandate that the nominee is most interested in, and the explain the expertise he/she/you will bring to the future work on that mandate)

Skills Matrix (three or more of the following areas of expertise are required). Select each applicable skill and provide an example.

Strategic Planning

Provide Specific Examples/Experience

Determining multiple year strategies, long-term planning and projects to pursue;

Knowledge of direction setting to work within, and reach desired outcomes and objectives;

Understanding of relationships between non-profits and its stakeholders, including the communities served; corporate sponsors, funders and different levels of government.

Community Outreach and Communication

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Organizational policies and procedures.

Please provide the following two public statements for use on the AEF website, and to be shared in electronic communications to the AEF membership. Please ensure you write in the first person and ensure statements are not more than 150 words.

Biography

(Nominee’s chance to highlight occupation, experience and qualifications)

Action Statement

(Nominee’s chance to highlight personal interests in relation to AEF’s mandate, mission, vision and what the nominee plans to do for AEF and its members)

Declaration: I declare that I am nominating myself, or, I am nominating someone that is aware of this nomination and the contents contained within. I declare that this nomination is for election as Director to the Alberta Equestrian Federation Society. I have read the nomination information and to the best of my knowledge, information and belief, I/or the individual being nominated, am qualified to stand as a candidate for election. If elected, I/or the candidate will undertake to act honestly and in good faith in the best interest of the Alberta Equestrian Federation Society.

Printed Name

Signature

Date