



INFORMATION PACKAGE
2021 CALL FOR NOMINATIONS
OCF BOARD OF DIRECTORS

What is the OCF?

1. The Ontario Climbing Federation (the OCF) is a not-for-profit organization with the mission to promote, manage, and grow the sport of competitive climbing in the province of Ontario.

How is the Board of Directors structured?

2. The Board of Directors normally consists of seven (7) Directors.

Responsibilities

3. The Directors have the responsibility for setting directions, establishing policy, and overseeing the activities of the OCF. More specifically, Directors must:
 - Support the objectives of the OCF.
 - Read and understand the financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
 - Attend meetings of the Board and actively participate in decision-making.
 - Share their areas of expertise with the Board.
 - Be an advocate for the organization.
 - Obtain various means of support for the organization, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
 - Fulfill the duties of care, obedience and loyalty to the organization.
 - Participate in regular assessments to improve Board performance.
 - Participate in strategic planning activities.
 - Prioritize and monitor programs and services.
 - Work to develop new leadership and recommend potential Directors to the Nominations Committee.
 - Avoid conflicts of interest.
 - Participate in the organization's conferences, events and meetings.

Time Commitment

4. The OCF Board holds monthly or bi-weekly meetings depending on the number of priorities that need to be addressed during the period.
5. Serving as a Director requires 8-10 hours in an average month. More time is required during the time period around the Annual General Meeting and before the start of each competitive season.

Term of Office

6. Directors serve a term of two (2) years.

Eligibility

7. To be eligible for election as a Director, an individual must:
 - a) Be eighteen (18) years of age or older;
 - b) Be an Individual Member in good standing;
 - c) Have the power under law to contract;

- d) Not be an employee or contractor paid on a regular schedule by the OCF (other than as an Official);
- e) Not have been removed from office within the previous two (2) calendar years;
- f) Not have been declared incapable by a court in Canada or in another country; and
- g) Not have the status of bankrupt.

How will Board members be selected?

8. Directors are elected in accordance with the OCF's By-laws.

Who is qualified to be a Director?

9. Directors must possess a majority of the following General Attributes and more than one of the following Specific Skills:

General Attributes:

- Knowledge of Competition Climbing
- Board Experience with a Governance Board
- Policy Development
- Team Player
- Business Acumen

Specific Skills:

- Leadership
- Funds/Revenue Development
- Legal
- Human Resources Management
- Entrepreneurship
- Risk Management
- Government Relations
- Accounting & Finance
- Project Management
- Insurance
- Strategic Change Management
- Marketing/Communications
- Provincial Sport Perspective

10. For the upcoming election, the OCF and the Nominations Committee are searching especially for individuals who have a range of skills and experiences including, but not limited to, not-for-profit organizations, government relations, finance, legal, accounting, leadership, risk management, strategic change management, marketing/communications, and revenue development.

Nominations Process

11. All individuals wishing to run for a position as a Director, including any current Directors running for reelection, will be subject to the OCF's Nominations Policy which requires the submission of a signed **Candidate Application Form** and supporting materials by the application deadline.
12. The OCF has formed a [Nominations Committee](#) whose overall responsibility is to seek, identify and recruit qualified and skilled individuals capable of providing effective governance leadership to the Board of Directors.
13. The Nominations Committee will conduct due diligence by reviewing the nominee's qualifications, the required skills and attributes, potential conflict of interests or other significant matters which would preclude the nominee from successfully fulfilling the duties of a Director.
14. The Nominations Committee will put forward the names of recommended nominees to the OCF's voting Members.
15. The Nominations Committee may not prevent a candidate from running unless the candidate is ineligible.
16. Voting will take place in conjunction with the OCF Annual General Meeting (AGM) in November.
17. For full information on the Nominations Process, please refer to the OCF's [Nominations Policy](#).

What information will be required to support each application?

18. Each nominee must complete and sign a **Candidate Application Form** and submit it to the Nominations Committee along with a letter of intent and a **résumé** outlining the nominee's qualifications, successes, and work and volunteer history. Nominees may further submit:

- A **campaign platform** describing what the nominee would like to do to further the objectives of the OCF – this material may be as detailed or specific as the nominee desires
- A **headshot** photo
- A **biography** (max 300 words)

What is the deadline for submitting applications?

19. Applications may be submitted by no later than **November 10, 2021** and emailed to nominations@climbontario.ca

CANDIDATE APPLICATION FORM
2021 CALL FOR NOMINATIONS
OCF BOARD OF DIRECTORS

*This form must be submitted to the OCF by **November 10, 2021***

This form is to be completed by any person nominated for election as a Director.

Name of Candidate:	
Address:	
Phone Number(s):	
Email Address:	

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

- A **campaign platform** describing what the nominee would like to do to further the objectives of the OCF – this material may be as detailed or specific as the nominee desires
- A **headshot** photo
- A **biography** (max 300 words)

1. Estimate your level of commitment, skill or expertise in each of the following areas (please be honest):

COMMITMENT/SKILL/EXPERTISE	HIGH	MEDIUM	LOW / NA
Support of the OCF's Objectives			
Experience on Not-for-Profit Boards			
Knowledge of Competition Climbing			
Financial Management			
Marketing/Sponsorship			
Fundraising			
Risk Management			
Insurance			
Technology/ IT			
Leadership			
Legal			
Strategic Planning			
Communications / Media / Public Relations			
Organizational Management			
Human Resources			
Lobbying/Advocacy			

Government Relations			
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- 2. Please describe why you are interested in serving as a Director of the OCF:
- 3. Please provide a brief summary of any previous experience with the OCF:
- 4. Please provide a brief summary of your experience with other sport organizations:
- 5. Please provide a brief summary of your experience with other voluntary or community organizations:
- 6. Please highlight additional skills or competencies that would contribute to the effective leadership and governance of the OCF:
- 7. Please describe any conflicts of interest that you would need to declare if elected to the Board:
- 8. Please describe any other position held within the sport of climbing:
- 9. Please confirm that you are in compliance with the eligibility requirements and, if not, why?

Yes____ No____, why:

I agree to let my name stand for a Director position on the OCF’s Board of Directors. I consent to the verification by the OCF of the information provided in support of my nomination.

Signature

Date