



# Ontario Climbing Federation (OCF)

## Nominations Policy

### Purpose

1. The Board of Directors may appoint a Nominations Committee that has responsibilities as defined in the Nominations Committee Terms of Reference. The purpose of this Policy is to support the Nominations Committee in defining and implementing its responsibilities, as well as inform individuals about the process to be eligible and nominated for a position as a Director.

### Application

2. This Policy applies to the OCF, the Nominations Committee, and any individual wishing to be nominated for a position as a Director with the OCF.

### Board Assessment

3. At its discretion, the Nominations Committee may administer a Board Assessment Tool to determine the needs, wants and gaps of skills, attributes, education, and experience within the Board of Directors. This information will be used by the Nominations Committee to target specific individuals for nomination as a Director.

### Solicitation of Nominations

4. The Nominations Committee will seek, identify, and recruit eligible individuals to stand for election as Directors by seeking candidates through:
  - a) The usual the OCF networking channels;
  - b) The Sport Information Research Centre (SIRC); and
  - c) An open call for nominations through promotional efforts, including, but not limited to, press releases, the OCF website, other online services where suitable, and advertisements in newspapers or via social media.
5. The Nominations Committee may also approach eligible individuals to determine their interest in serving as a Director.
6. The Nominations Committee will also appoint a contact person from amongst its members who can answer questions about the nomination process and the role of a Director.

### 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) Have not been declared incapable by a court in Canada or in another country; and
  - g) Not have the status of bankrupt.

## **Nomination of Candidates**

8. Individuals can submit nominations to the Nominations Committee so long as the **Candidate Application Form** and supporting materials are submitted before the final deadline and signed by the individual that is being nominated.
9. 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 nomination policy which requires the submission of a signed **Candidate Application Form** and supporting materials by the application deadline.

## **Review of Nominees**

10. The Nominations Committee will review each **Candidate Application Form** and supporting materials to ensure that the individual is eligible, to assess their skills, attributes, education and experience, and compare the assessment with the particular skills that are desired for a Director. The Nominations Committee may further engage in a personal interview of the applicant, in-person, electronically or via telephone.
11. The Nominations Committee will short-list the nominees by completing a **Nominee Evaluation Metric** for each nominee, will ensure eligibility, and may conduct reference checks and interviews. The Nominations Committee may also communicate directly with the short-listed candidates to discuss the roles, responsibilities, and expectations of a Director.
12. Nominees who the Nominations Committee believe are ineligible will be given the opportunity to demonstrate their eligibility. The Nominations Committee will decide the eligibility of any nominee whose eligibility is in question by majority vote.
13. The Nominations Committee will make a final report to the Members before any meeting of the Members at which an election occurs that will identify their preferred slate of nominees. The Nominations Committee may not prevent a candidate from running unless the candidate is ineligible.

## **Timelines**

14. The Nominations Committee will identify a deadline for the submissions of nominations and identify further deadlines indicating opportunities for candidates to submit campaign material. All timelines will be described in the **Candidate Application Form**.

## **Role of Candidates**

### *Campaign Material*

15. Once the Nominations Committee confirms the nominee's eligibility, the nominee may begin to inform individuals and organizations that they are running for election. Nominees should consider preparing campaign material for their candidacy that will be distributed to voting Members by the Nominations Committee prior to election. Nominees should consider preparing the following:
  - 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** of the nominee (maximum 300 words)
16. The Board will make the above material (if submitted) available to the Members prior to the election on a date determined by the Nominations Committee

17. Nominees may also be permitted to give a short speech at the Annual General Meeting in support of their platform and their candidacy either in person, via recording or via electronic communications if the OCF makes such communication vehicle available. Speeches should be kept to a maximum of two minutes.

<b>Policy History</b>	
Policy Ref	<b>OCF-Gov-03</b>
Approved	<b>Oct 13th 2021</b>
Next Review Date	<b>Oct 2022</b>

## NOMINEE EVALUATION METRIC

Name of Candidate: \_\_\_\_\_

1. General Attributes and Specific Skills.

Candidates receive one point for each 'High' ranking – to a maximum of fifteen points.

**Category Total** / 15

2. Experience with sport organizations.

Evaluate the candidate's response. Candidates score higher if they identify experience serving in multiple roles (Director, official, coach, athlete, volunteer, etc.) and in multiple sports.

**Category Total** / 5

3. Experience with the OCF.

Evaluate the candidate's response. Candidates score higher if they identify experience serving in multiple roles (Director, official, coach, athlete, volunteer, etc.) and for a lengthy period of time.

**Category Total** / 5

4. Experience being a Director and with voluntary and community organizations.

Evaluate the candidate's response. Candidates score higher if they identify experience serving with multiple organizations, in multiple capacities, and for a lengthy period of time.

**Category Total** / 5

5. Skills and Competencies

Evaluate the candidate's response. Candidates score higher if they identify skills and competencies that would be useful for the OCF's governance, leadership, financial status, strategic direction, etc.

**Category Total** / 5

6. Conflicts of Interest

Evaluate the candidate's response. Candidates score higher if they do not identify potential conflicts of interest.

**Category Total** / 3

7. Résumé

Evaluate the candidate's résumé. Candidates score higher if they have experience, education, certification, and training that demonstrate their general attributes and specific skills, and if they appear to have the time commitment required to serve as a Director. Review the Board Assessment Tools (if administered). Does the Candidate have skills and experience that the Board currently needs?

**Category Total** / 12

**Calculate the total score. Provide comments or questions on a separate page.**

**TOTAL SCORE** / 50

## CANDIDATE APPLICATION FORM

*This form must be submitted to the OCF by the date of \_\_\_\_\_ [insert date]*

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			

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