

**CALL FOR NOMINATIONS
Directors at Large – ONE Position**

July 6th, 2016

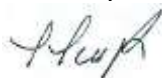
To: Horse Council BC Senior Members

Subject: Call for Nominations for Position of Director At Large

One Director at Large – with a 2-year term position is open for election this year

Any current HCBC Senior member in good standing is eligible for Director at Large position, provided a nominator other than themselves, and 5 additional current Horse Council BC senior members supports their nomination. Nominations must be accompanied by a brief biography of no more than 250 words. Failure to meet these requirements by the deadline will render the nomination void. Nomination forms are available on the next pages of this document. Completed nomination forms must be submitted to the office marked “Attention: Returning Officer”, no later than **4:00 pm Thursday, August 11, 2016**. Voting links, ballots and biographies will be posted on the website www.hcbc.ca by **4:00 pm Wednesday, August 17, 2016**. Voting will take place using the electronic voting system closing at **noon on Monday, September 19, 2016**. The Executive Director shall be the returning officer for this election. If you have questions please contact the office at the numbers listed below.

Sincerely,



Lisa Laycock
Executive Director
Horse Council BC

DIRECTOR AT LARGE JOB DESCRIPTION

POSITION: DIRECTOR AT LARGE

ACCOUNTABLE TO: The President and the Board of Directors

FUNCTION: To serve on the Board of Directors

DUTIES & RESPONSIBILITIES:

- Serve on at least one committee, and to actively participate in meetings of the committee.
- Maintain current knowledge of programs/activities and projects
- Maintain the confidentiality of any information given to the Board of Directors
- Work within the policy framework established by the Board of Directors
- Serve as an advocate of the organization
- To represent and promote HCBC in your area
- Attend events where possible as a representative of HCBC
- To work in collaboration with Zone and Affiliate Directors
- Fulfill commitments within the agreed upon deadlines
- Be accessible to members, staff and directors as needed
- Attend all regular and special board meetings and participate in proceedings
- Provide a written report for the board meetings

QUALIFICATIONS & REQUIREMENTS

- Ability to work in a team and delegate responsibility if necessary
- Knowledge of and commitment to the purpose and programs of the organization
- Ability to work under pressure and maintain a calm focus
- Ability to meet deadlines
- Ability to facilitate meetings
- Excellent communication skills
- Vision
- Creativity
- Patience
- Email access and a willingness to use it
- Some travel required

TIME COMMITMENTS

- Monthly executive conference calls or face to face meetings
- Bi-annual Board of Director meetings
- Committee meetings and work
- Ability to commit volunteer time of 5 – 10 hours per month

TERM:

- Elected for a two year term

All nominations must have a nominator and supporting signatures or documentation of five additional current Horse Council BC Senior/Adult members.

Name of Nominator: _____ HCBC# _____

Supporting name & signatures or documentation (e.g. email or fax):

- 1) _____ HCBC # _____
- 2) _____ HCBC# _____
- 3) _____ HCBC# _____
- 4) _____ HCBC# _____
- 5) _____ HCBC# _____

Send completed Nomination form to:
Horse Council of BC 27336 Fraser Highway, Aldergrove, BC V4W 3N5
Attention: Returning Officer
Email: administration@hcbc.ca phone: 604 856 4304, fax 604 856 4302
Deadline: **4:00 pm Thursday, August 11, 2016**

Office Use Only:
Date and time received: _____ Complete: _____ RO: _____