

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 COMMITTMENTS

- 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

Horse Council of British Columbia Director at Large Nomination Form

All nominees for a Director at Large position must be current Horse Council BC senior members in good standing 18 years of age or older. All nominations must have a nominator and supporting signatures or documentation of five additional current Horse Council BC Senior/Adult members. Nominations must also include a brief biography of no more than 250 words and a jpeg. photo (photo optional). Failure to meet any of these requirements by the set deadline will render the proposed nomination void. All nominations must be submitted to the Horse Council BC office marked "Attention: Returning Officer", no later than **4:00 pm Thursday, August 11, 2016.** All candidates' biographies and voting ballots will be published on the HCBC website at www.hcbc.ca

Name of Nominee:	HCBC#
Address of Nominee:	
Phone number:	Email:
Signature:	
your professional background and what the BC Equine Industry. Key competend ousiness, finance, governance, recreat	biography of no more than 250 words. Please included to skills you will bring to the HCBC Board of Directors and cies and experience should be highlighted such as legal, tion, non-profit leadership, marketing, communication, art leadership, equine production or coaching.

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All nominations must have a nomin additional current Horse Council BC S	ator and supporting signatures or do Senior/Adult members.	cumentation of five
Name of Nominator:	HCBC#_	
Supporting name & signatures or doc	cumentation (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 High Attention: Returning Officer	nway, Aldergrove, BC V4W 3N5	
S	hone: 604 856 4304, fax 604 856 4302 11, 2016	
Office Use Only:		
Date and time received:	Complete:	RO: