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## CALL FOR NOMINATIONS - Directors at Large TWO Positions each for a two-year term

July 5, 2017

Horse Council BC is accepting nominations for two positions of Director at Large. Prospective candidates interesting in serving on the Board of Directors are encouraged to review the job description, eligibility information, timelines, instructions and submit a completed the Director at Large Nomination Form by the deadline of 4:00 p.m. on August 2, 2017.

Ideal candidates include dedicated individuals with the dynamic and relevant skills to take on a leadership role in the organization. Directors will have the opportunity to help HCBC effectively deliver on its mandate to represent all horse people in BC regardless of discipline, breed orientation, or sport. We endeavor to be an association that anyone active in the horse sector is proud to be a part of.

### Important Dates

The timelines for the 2017 Director at Large Application is as follows:

- July 5, 2017 – Call for Nominations
- August 2, 2017 – Nominations Close at 4:00 p.m. PT
- August 9, 2017 – Voting Opens (if needed) using the electronic voting system
- September 8, 2017 – Voting Closes at midnight PT

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 Wednesday, August 2, 2017**. 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

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## DIRECTOR AT LARGE JOB DESCRIPTION

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**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**

- 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 be accompanied by a brief biography of no more than 250 words, jpeg photo (photo is optional) and consent to as a director completed. 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 August 2, 2017**. All candidates' biographies, photo and voting ballots will be published on the HCBC website at [www.hcbc.ca](http://www.hcbc.ca)

Name of Nominee: \_\_\_\_\_ HCBC# \_\_\_\_\_

Address of Nominee: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

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# \_\_\_\_\_

## **CONSENT TO ACT AS DIRECTOR**

To: *HORSE COUNCIL OF BRITISH COLUMBIA* (the "Society")

I hereby consent to act as a director of *HORSE COUNCIL OF BRITISH COLUMBIA*. My consent will continue to be effective until I resign as a director, my term of office has expired or I revoke my consent. I certify that I am not disqualified from acting as a director under s. 44 of the *Societies Act* (British Columbia).

Date:

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*[director/nominee name]*

Prescribed Address\*:

Delivery:

Mailing:

\*Prescribed address is the "office" or place where an individual can usually be served during the hours of 9 a.m. to 4 p.m. on business days, or it is the individual's residential address. Delivery must be a physical address, while mailing may include or be a PO Box.

## **SOCIETIES ACT (BRITISH COLUMBIA)**

### **Persons qualified to be directors**

- 44 (1) A person is qualified to be a director of a society only if the person is an individual who is at least 18 years of age.
- (2) Despite subsection (1), an individual who is 16 or 17 years of age is qualified to be a director of a society if provided for in the regulations.
- (3) Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is
- (a) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,
  - (b) an undischarged bankrupt, or
  - (c) convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless
    - (i) the court orders otherwise,
    - (ii) 5 years have elapsed since the last to occur of
      - (A) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,
      - (B) the imposition of a fine,
      - (C) the conclusion of the term of any imprisonment, and
      - (D) the conclusion of the term of any probation imposed, or
    - (iii) a pardon was granted or issued, or a record suspension was ordered, under the *Criminal Records Act* (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.

