



## OFFICER NOMINATION PACKAGE

### Process and Nomination Form

The Nomination Committee of Horse Council BC (HCBC), in accordance with the organization's by-laws, is seeking candidates for two Officer in General Positions of each for a two-year term:

Successful candidates will join the Executive Committee and the Board of Directors terms commencing at the conclusion of the **November 6, 2021** Board of Directors Meeting.

We are pleased to provide this nomination package that outlines the expectations of Officers of Horse Council BC together with their role and responsibilities.

**IMPORTANT NOTE: Nominations close at 4:00 PM, Thursday, September 2, 2021.**

### NOMINATION CRITERIA

All Officers are by default Directors and as such represent and are accountable to the membership and are responsible for governing and overseeing the strategic direction of Horse Council BC. Together Officers form the Executive Committee, which act for and in the name of the Board in the month to month oversight of the affairs of the Society. The effectiveness of HCBC is directly dependent on the leadership and enthusiasm of the Board of Directors.

The Nominations Committee, urges you to consider the following desirable qualities, some or all of which strong candidates should possess:

- Awareness and understanding of the role of HCBC and a desire to support it.
- Awareness and involvement in the horse community in British Columbia.
- Previous leadership or governance board experience.
- Understanding of the Officer's position and responsibilities.
- Understanding management reports, and risk management.
- Ability to read and understand financial statements
- Well-developed faculty for critical analysis.
- High ethical standards and integrity in professional and personal dealings.
- Ability to work as a team member.
- Ability to chair and/or commit time to committees, workshops and events

In addition, nominees must be HCBC members in good standing and must be supported by two HCBC members in good standing and a current HCBC Director.

If you have any questions about the process and/or associated information, please contact the HCBC office at (1-800-345-8055) or email: [administration@hcbc.ca](mailto:administration@hcbc.ca) .

Nominations	
Date	Details
Spring Board Meeting	Board is notified of available Officer positions for upcoming board elections.
July 1, 2021	Date of Record (nominees and nominators must have been an Adult Member or Lifetime Member in good standing on that date)
August 4, 2021	Nomination package made available to HCBC members.
September 2, 2021	Nomination documents to be sent to: <a href="mailto:nomination@hcbc.ca">nomination@hcbc.ca</a> by 4:00 PM Pacific Time Thursday, September 2, 2021. Office staff will forward to the Nomination Committee.
October 2, 2020	Nomination Committee will provide information on the slate of selected candidates for election. This will be inserted into the Board of Directors meeting package. Candidates will be informed if they have been short listed or not.
Fall Board Meeting (November 6, 2021)	Elections are held by secret ballot and the new Officers begin their term immediately following the close of the Fall Board Meeting.

## ABOUT HORSE COUNCIL BC

Horse Council BC concentrates on:

- Building a solid resource for members and public that collaborates with business, industry and government on behalf of equine welfare, sports, recreation and the individual rider/driver;
- being an advocate to the public and to all levels of government;
- communicating effectively with members, public and government;
- acting as a resource for preserving, extending and helping to ensuring access to trails and public lands is maintained;
- educating members and the public on best practices and safety;
- administering and developing programs for the benefit of membership;
- developing partnerships with stakeholders and other organizations to strengthen the industry;
- developing, promoting and maintaining a HCBC competition system from grassroots to provincial levels.

## OUR VISION

“A British Columbia where quality opportunities to participate in equestrian sport and recreation are available to ALL”

## OUR MISSION

Horse Council BC is a member service organization that collaborates with business, industry and government on behalf of the equine and equestrian community to enhance the equine lifestyle in this Province.

## OUR VALUES

***Fairness:** We are committed to the value of fairness in all our undertakings. We promote “playing by the rules”, open-mindedness, listening to others and*

*treating people with respect. We believe fun and enjoyment should be at the heart of recreation and sport.*

**Science-based Education:** *We believe in science-based education as the means to improve practices related to safety, equine welfare and performance.*

**Respect:** *We expect from ourselves and others that all members, staff and volunteers will be treated with respect.*

**Responsibility and Accountability:** *We value the rights of equines and equestrians and the responsibilities that come with those rights. We provide responsible, accountable service and are committed to be a knowledgeable voice for our community.*

**Inclusivity and Diversity:** *We welcome everybody and value a participant base that is reflective of our diverse community in BC. We recognize the need to be proactive in achieving this.*

## **OUR STRATEGIC PRIORITIES**

### **1. Engage and Strengthen HCBC Membership**

Through communication and engagement with our members and the larger community demonstrate the value of Horse Council BC and retain and attract members.

### **2. Represent Equestrian Interests**

Educate and advocate on behalf of all equestrians to promote equine health and welfare and ensure their continued right to engage in a wide range of equine activities.

### **3. Education and Sport Development**

Through a variety of educational platforms and pathways, enhance both science-based education and sport development.

### **4. Operational Excellence**

Promote operational efficiency through innovation and technology; ensuring quality service to members, effective communication, maintaining financial stability and increasing environmental sustainability.

## **GOVERNANCE**

Horse Council BC operates according to its Bylaws. The governance is vested in a volunteer Board of Directors consisting of a minimum of 20 and a maximum of 40 individuals. The structure includes the following:

- A minimum of five and a maximum of nine Officers comprise the Executive Committee. Between four and eight Officers are elected by the Directors from the membership to act as the Officers of the Society plus a President elected from the Board.
- One director from each of the 12 Regions of the Province, elected by the Members of the Region for a two-year term.
- One director elected or appointed annually by each Affiliate as per criteria established by the Board of Directors. Affiliate organizations have provincial or national scope and members located in wide geographic area of the province.
- A maximum of four directors-at-large may be elected from the general membership for a two-year term.

## **EXECUTIVE RESPONSIBILITIES AND OBLIGATIONS**

Congratulations on accepting the nomination as an Officer for HCBC. It is with the help of community minded people such as you that Horse Council BC is successful in its role to support and enhance the equine community as a whole. Outlined below are some of the responsibilities that come with the Officer title. The Officers comprise the Executive Committee. Note that all Officers are Directors.

### **ATTENDANCE AT BOARD OF DIRECTORS MEETINGS:**

Board meetings are held twice a year in the spring and fall. The dates are chosen one year in advance.

### **PARTICIPATION IN MONTHLY EXECUTIVE COMMITTEE CONFERENCE CALLS:**

Monthly phone conference calls are held with all members of the Executive Committee and the Executive Director of HCBC to review monthly activities and emerging issues.

### **DISCRETION AND CONFIDENTIALITY:**

Officers and Directors of HCBC can be exposed to confidential information during in camera sessions at Board Meetings, during Executive meetings, or in conversation with members, officials, other Directors, etc. Please be aware of the confidential nature of some information and respect that confidentiality. Directors are subject to the policies of HCBC such as the Confidentiality Policy, Code of Conduct and Conflict of Interest Policy. The [Policies and Procedures Manual](#) located on the HCBC website under About/Governance.

### **ORGANIZATION OF COMMITTEES:**

As an Officer, you will be part of the Executive Committee. This committee is responsible for overseeing the month to month conduct of HCBC in the name of the Board of Directors.

### **MEMBERSHIP RECRUITMENT:**

All Directors are expected to promote HCBC membership.

### **KNOWLEDGE AND SKILLS:**

If you have specific areas of knowledge and expertise that would benefit HCBC, please advise the President or the Executive Director.

### **AMBASSADOR OF GOODWILL:**

HCBC Directors are at times, required to attend openings, participate in equine industry events, and spread goodwill in the name of HCBC. In many cases, a Director will be planning to attend the function anyway, and HCBC asks that as a director you wear a nametag and logo wear and be visible as a HCBC representative.

### **COMMITMENT OF TIME:**

An Officer of HCBC can expect to devote approximately 5-10 hours per month of their time to the meetings and duties.

Applications must include the following pages.

**EXECUTIVE COMMITTEE OFFICER NOMINATION FORM**

**Nominee**

I, \_\_\_\_\_ a Horse Council BC member. HCBC number \_\_\_\_\_ in good standing for a minimum of two consecutive years, and having read and understood the requirements of the position of the Officer and Director, agree to them and accept this nomination.

Signed by \_\_\_\_\_

**Nominator 1**

I, (print name) \_\_\_\_\_ a Horse Council BC member. Number \_\_\_\_\_ in good standing for a minimum of two consecutive years, hereby nominate (no family members please):

\_\_\_\_\_ to the Officer Position of \_\_\_\_\_ for Horse Council BC

Signed by \_\_\_\_\_ Print name \_\_\_\_\_

**Nominator 2**

I, (print name) \_\_\_\_\_ a Horse Council BC member. Number \_\_\_\_\_ in good standing for a minimum of two consecutive years, hereby nominate (no family members please):

\_\_\_\_\_ to the Officer Position of \_\_\_\_\_ for Horse Council BC

Signed by \_\_\_\_\_ Print name \_\_\_\_\_

**HCBC Director**

I, (print name) \_\_\_\_\_ a member of the Horse Council BC Board of Directors, hereby nominate:

\_\_\_\_\_ to the Officer Position of

\_\_\_\_\_ for Horse Council BC.

Signed by \_\_\_\_\_

**DATE** \_\_\_\_\_

- Each nomination must be signed by the Nominee, two nominators and a current HCBC Director. Nominees and nominators must have been an Adult Member or Lifetime Member in good standing on July 1, 2020.

## 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: \_\_\_\_\_

\_\_\_\_\_  
[director/nominee name]

\_\_\_\_\_  
[director/nominee signature]

Prescribed Address\*: [prescribed address]

Delivery: [physical address]

Mailing: same or [mailing address]

\*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.

## CODE OF CONDUCT POLICY

### Preamble

#### **We believe:**

That it is the right and responsibility of Horse Council BC to set standards in matters of ethics, sportsmanship and the welfare of the equine and in all matters under its jurisdiction.

That it is desirable to define ethical practices, to delineate unethical practices, to encourage good sportsmanship, fair play and high ethical behavior and to warn, censure, or bring to public attention and discipline those who commit acts detrimental to the best interests of the organization.

That Board members should observe the spirit as well as the letter of this Code of Conduct.

That serving on the Board is a privilege, not a right and that such a position may be suspended, terminated or rejected following appropriate procedures. In particular, Board members who miss 3 consecutive meetings without cause, or who are inactive in promoting Horse Council between Board meetings may be asked to resign by majority vote of the Board.

#### **Board members are expected to:**

- Be trustworthy, exhibit honesty, loyalty and discretion in all equestrian related activities.
- Issue public statements only in an objective and truthful manner.
- Keep confidential information confidential
- Uphold issues of safety and fairness in all aspects of equestrian sport.
- Conduct themselves in a manner which reflects the values and ethics of Horse Council BC.
- Represent their skills and abilities fairly and accurately
- Never engage in any form of harassment, discrimination, inequitable or disrespectful treatment of any individual
- Develop and advocate policies and procedures that foster fair, consistent and equitable treatment for all
- Adhere to HCBC confidentiality and conflict of interest policy and guidelines.
- Be responsible for the commitments they make to and on behalf of Horse Council BC  
Communicate promptly when they are unable to follow through on their commitments

## CONFLICT OF INTEREST POLICY

A conflict of interest occurs when a Board Member derives or appears to derive a personal benefit or financial gain as a result of, or in connection with, their role as a Member of the Board. A personal gain has occurred if the benefit falls to the Member or someone in the Member's immediate family.

Voting Board Members must endeavor to keep all personal employment activities separate and distinct from Board responsibilities in order to prevent the appearance of a conflict of interest.

In addition, no one may be a voting member of the Board and a paid member of the staff of HCBC at the same time.

As soon as a Member identifies a potential conflict of interest s/he will disclose it to the Executive Committee of the Board where the status will be determined by unanimous vote. If the Executive Committee vote is not unanimous, the full Board must make the determination.

If a conflict of interest exists then, during any consideration of the matter by the Board, the Member must:

1. Abstain from participation in discussion or voting on the matter;
2. Refrain from influencing the voting in any way, either before or during the meeting; and

The minutes of the Board will record the existence of a conflict of interest and the actions taken in respect of above-noted points 1 and 2.

The Board may request the resignation of any Member who fails to disclose a conflict of interest.

### **CONFIDENTIALITY POLICY**

Whereas Horse Council of BC is responsible for protecting the confidentiality of certain information and whereas, from time to time Board members may be privileged to hear or read confidential information.

Be it resolved that all such information is to be treated with the utmost discretion, and is not to be discussed outside of the Board. A board member who fails to uphold this policy may be asked to resign.

### **I have read, understand to the Code of Conduct, Conflict of Interest and Confidentiality Policies**

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*[director/nominee name]*

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*[director/nominee signature]*

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*[date]*

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**Please include a short biography** (approx. 500 words) for publication describing your experience and interests. This information may be published for the public and membership to view.



## Introduction to Skills Matrix

As part of the application process and in recruiting new Officers to fill expired terms, candidates are asked to self-identify what competencies, background and skills the candidate would bring to the HCBC Board.

The Matrix of Skills and Representation below will ensure a skilled, balanced and high-performing Board is sustained for the future.

Please use the following two Checklists to personally rate your experience level in each category, **with 1 being low and 5 being a high level of experience, knowledge and appropriate representation.**

Recruitment of HCBC Officers also includes the important consideration of such fundamental criteria as a stated commitment to HCBC’s organizational values, an absence of major conflict of interest, local reputation, high personal integrity, a track-record of achievement and dedicated commitment and focus to the necessary time required to serve on the Executive Committee.

AREA	RATING 1 LOW - 5 HIGH	COMMENTS – EXAMPLES
Financial Accounting & Audit		
Marketing & Communications		
Leadership		
Strategic Planning		
Human Resources		
Risk Management		
Technology and Innovation		
Advocacy & Policy Development		
Sport Acumen		

Government Structure and Function		
Not for Profit Governance		
Knowledge of Different Equine Communities		
Membership Recruitment		
Social Issues and Policy		
Provincial & National competition structures		
Political & physical landscape in regard to land use and trails.		
EC & NCCP coaching system		
Equine health & welfare		
Agriculture & farming especially as related to equines		
Post-Secondary Education		

Submitted by: \_\_\_\_\_

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

Completed nominations must be received by **Thursday, September 2, 2021, 4:00 PM** the Horse Council BC office at 27336 Fraser Hwy, Aldergrove BC V4W 3N5 or via email at [nomination@hcbc.ca](mailto:nomination@hcbc.ca). (please ensure it is legible)

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Office Use Only:

Date and time received:

Complete:

RO: