



INDIVIDUAL DIRECTOR NOMINATION PACKAGE Process and Nomination Form

October 1, 2022

Horse Council BC (HCBC), in accordance with the organization's by-laws, is seeking candidates for four (4) positions of Directors each for three-year terms. We are pleased to provide this nomination package that outlines the expectations of Directors of Horse Council BC together with their role and responsibilities.

IMPORTANT NOTE: Nominations close at 4:00 PM, Friday, October 21, 2022.

Prospective candidates interested in serving on the Board of Directors are encouraged to review the Roles & Responsibilities, eligibility information, timelines, instructions and submit a completed the Nomination Form by the deadline.

Ideal candidates include dedicated individuals with the dynamic and relevant skills to take on a leadership role in the governance of the organization. Directors will have the opportunity to help HCBC effectively deliver on the mission, and vision of the organization.

NOMINATION CRITERIA

All Directors represent and are accountable to the entire membership and are responsible for governing and overseeing the strategic direction of Horse Council BC. The effectiveness of HCBC is directly dependent on the leadership and enthusiasm of the Board of Directors.

As a member of the Board of Directors, each Director will:

- exercise good judgment and act with integrity;
- use their ability, experience and influence constructively;
- work on behalf of all members throughout the province;
- be available as a resource to members, the Executive Director, the Board of Directors and Committees;

- respect and preserve the confidentiality of information they receive or have access to as a result of, or by virtue of their position as a Director, including information arising at meetings of the Board of Directors or its committees;
- advise the Executive Director and/or Board Chair of relevant issues that come to their attention, or in advance of introducing significant and previously unknown information at a Board of Directors' meeting;
- understand the difference between governing and managing, and not encroach on the Executive Director's and staff areas of responsibility;
- participate in the Society's strategic planning process and monitor the Society's progress in relation to the strategic plan;
- as necessary and appropriate, communicate with the Board Chair and Executive Director between meetings;
- demonstrate a willingness and availability for individual consultation with the Board Chair and Executive Director;
- participate in the hiring and performance evaluation of the Executive Director; and
- participate in the performance evaluation of the Board.

In addition, nominees must be HCBC members in good standing as of the date of record and must be supported by two HCBC members in good standing.

Please note that all candidates will be reviewed using a skills matrix that is outlined in the Nominations Committee Terms of Reference. The Nominations Committee will evaluate applicants and advance only candidates that meet the listed criteria for election. The Nominations Committee Terms of Reference have been included as an appendix to this package for your consideration.

If you have any questions about the process and/or associated information, please contact the HCBC office at (1-800-345-8055 ext. 1008) or email: administration@hcbc.ca.

Important Dates	
The timelines for application are as follows:	
<i>Date</i>	<i>Details</i>
September 30, 2022	Date of Record for the election
October 1, 2022	Call for Nominations is issued
October 21, 2022	Nomination documents to be sent to: nomination@hcbc.ca by 4:00 PM Pacific Time
December 3, 2022	Voting takes place during the HCBC 2022 AGM
December 3, 2022	Announcement of voting results at the HCBC 2022 AGM

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 9 and a maximum of 12 individuals.

INDIVIDUAL DIRECTOR ROLES AND RESPONSIBILITIES

TERMS OF REFERENCE

INDIVIDUAL BOARD DIRECTORS

The following Terms of Reference defines the purpose, responsibilities, accountabilities, and time commitment for each Director of the Board.

HCBC Directors are elected by the HCBC members and are accountable to the Board and the members.

Individual HCBC Directors have no authority to approve actions by the Society, direct the staff of the organization, or speak on behalf of the Society unless given the authority to do so by the Board.

Relevant policies and bylaws:

- Terms of Office (Bylaws 7.2)
- Director Qualifications (Nomination Policy)
- Removal of Director (Bylaws 5.6)
- Code of Conduct Policy
- Conflict of Interest Policy
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1. Purpose

As a member of the Board of Directors of the Horse Council of BC (HCBC), each Director will (Bylaws 5.7):

- act honestly and in good faith with a view to the best interests of the Society;
- exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances;
- act in accordance with the Act and the regulations thereunder; and
- Abide by the Society's bylaws, Code of Conduct, Conflict of Interest and other policies that apply to the Board.

2. Duties and responsibilities

2.1 Board of Directors' Activity

As a member of the Board of Directors, each Director will:

- exercise good judgment and act with integrity;
- use their ability, experience and influence constructively;
- work on behalf of all members throughout the province;
- be available as a resource to members, the Executive Director, the Board of Directors and Committees;

- respect and preserve the confidentiality of information they receive or have access to as a result of, or by virtue of their position as a Director, including information arising at meetings of the Board of Directors or its committees;
- advise the Executive Director and/or Board Chair of relevant issues that come to their attention, or in advance of introducing significant and previously unknown information at a Board of Directors' meeting;
- understand the difference between governing and managing, and not encroach on the Executive Director's and staff areas of responsibility;
- participate in the Society's strategic planning process and monitor the Society's progress in relation to the strategic plan;
- as necessary and appropriate, communicate with the Board Chair and Executive Director between meetings;
- demonstrate a willingness and availability for individual consultation with the Board Chair and Executive Director;
- participate in the hiring and performance evaluation of the Executive Director; and
- participate in the performance evaluation of the Board.

2.2 Time Commitment

To enhance the effectiveness of Board of Directors and Committee meetings, each Director will on average commit up to ten (10) hours/month to the responsibilities of their role including the following activities:

- attend up to 12 Board meetings per year;
- participate on at least one Committee and attend meetings;
- prepare for each Board of Directors and Committee meetings by reading and preparing questions and/or comments on the reports and background materials provided for the meeting;
- fulfill commitments within the agreed upon deadlines;
- undertake personal research and direct questions to the Chair of the Board, committee Chairs, the Executive Director and others as required before Board meetings, to ensure sufficient knowledge and understanding for responsible fiduciary decision making.

2.3 Communication

Communication is fundamental to the Board of Directors' effectiveness and therefore each Director will:

- participate fully and frankly in the deliberations and discussions of the Board of Directors;
- encourage respectful and open discussion of the affairs of HCBC by the Board of Directors;
- ask probing questions, in a respectful manner and at proper times; and
- focus inquiries on issues related to strategy, policy, implementation and results, and not on issues relating to the day-to-day management of HCBC.

2.4 **Independence**

Recognizing that the cohesiveness of the Board of Directors is an important element in its effectiveness, each Director will:

- be a positive force with a demonstrated interest in the long-term success of HCBC; and
- speak and act independently.

2.5 **Board of Directors' Interaction**

As a member of the Board of Directors, each Director should establish an effective, independent and respected presence and a collegial relationship with other Directors.

2.6 **Committee and Task Force Work**

To assist Committees and Task Forces of the Board of Directors in being effective and productive, each Director will:

- understand the process of Committee and task force work, and the role of the Executive Director and staff supporting the Committee and/or task force.

2.7 **Business Knowledge**

Recognizing that decisions can only be made by well-informed Directors, each Director will:

- become generally knowledgeable of the business of HCBC;
- develop an understanding of the unique role (programs, activities, projects) of HCBC within the province;
- maintain an understanding of the legislative, business, social and political environments within which HCBC operates;
- become acquainted with the Executive Director and staff of HCBC;
- be an effective ambassador and representative of HCBC;
- strengthen HCBC's connection with members;
- be familiar with HCBC policy regarding welfare of equines and HCBC's response to relevant crises; and
- only speak on behalf of HCBC to the media when requested to do so by the Executive Director or the Board, and if trained to speak with media.

Applications must include all of the following pages to be considered by the Nominations Committee.

- Nominations Form
- Code of Conduct Policy
- Experience Summary (Biography)
- Resume

Director Nomination Form

Nominee

I, _____ a Horse Council BC member. HCBC number _____ in good standing, and having read and understood the requirements of the position of Director, agree to them and accept this nomination.

Phone: _____ Email: _____

Signed by _____

Nominator 1

I, (print name) _____ a Horse Council BC member. HCBC Number _____ in good standing, hereby nominate:

_____ to the Independent Director Position for Horse Council BC.

Signed by _____ Print name _____

Relationship to the Nominee: _____

Nominator 2

I, (print name) _____ a Horse Council BC member. HCBC Number _____ in good standing, hereby nominate:

_____ to the Independent Director Position for Horse Council BC

Signed by _____ Print name _____

_____ Relationship to the Nominee: _____

DATE _____

Each nomination must be signed by the Nominee, two nominators (who are not family members of the nominee). All of which must be current Horse Council BC adult or lifetime members in good standing as of September 30, 2022.

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.

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

[director/nominee name]

[director/nominee signature]

[date]

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. Please also include a copy of a current resume detailing your professional experience. This document will be kept in confidence by the Nominations Committee and used to evaluate potential Board members based on the criteria outlined in Nominations Committee Terms of Reference.

Biography:

Attachment 5.

TERMS OF REFERENCE
NOMINATIONS SUB-COMMITTEE

1. Purpose and Authority

The Nominations Sub-Committee is an ad hoc committee accountable to the Governance Committee and the Board of Horse Council of BC. The sub-committee is appointed annually by the HCBC Board of Directors at the recommendation of the Chair in consultation with the Governance Committee. The sub-committee makes recommendations to the Board for approval, but may not make actions, resolutions, expenditures or binding commitments without Board approval. The Board is not obligated to accept the recommendations of the sub-committee.

The sub-committee is not authorized to direct the Staff of the organization, unless specifically delegated such authority by the Board through resolution.

2. Mandate

Operating under the guidance and sponsorship of the Governance Committee, the Nominations Sub-Committee is responsible for ensuring a sufficient selection of appropriately qualified and skilled candidates are nominated for open Board seats in the current year, in order to ensure effective leadership for Horse Council BC.

Specifically, the sub-committee's mandate is to recruit, solicit and receive nominations, screen applications and interview candidates, with the goal of recommending a list of qualified candidates to the Board, for presentation to members for the annual election of Directors held at the HCBC Annual General Meeting.

3. Composition

The sub-committee shall be comprised of a minimum of three (3) persons and a maximum of five (5), which may include current Directors, former Directors and/or HCBC members with particular expertise in recruitment, nominations and elections.

HCBC Board Members seeking re-election shall be ineligible to serve on the sub-committee.

The Board Chair, Governance Chair and Executive Director are ex-officio and non-voting members of the sub-committee.

The Board Chair, in consultation with the Governance Committee, shall appoint the Chair of the Nominations Sub-Committee immediately following the Annual General Meeting.

The remaining sub-committee members shall be recommended by the sub-committee Chair in consultation with the Chair and Governance Chair, for appointment by the Board at its first meeting following the AGM, through majority vote.

4. Responsibilities

- a. Meet with the Governance Committee to review the Director Attributes, Competencies, Skills and Experience Profile, and the Board Skills and Experience Matrix developed by the Governance Committee as approved by the Board (set out in Schedules A and B to this Terms of Reference); and to identify potential gaps and the corresponding priority skills and experience requirements for nominees for the coming year.
- b. Identify potential nominees for Board vacancies who might fill current and future skills and experience gaps.
- c. Interview potential nominees using the interview questions set out in Schedule E to this Terms of Reference as a guide.
- d. Recommend to the Governance Committee a slate of qualified candidates willing and eligible to stand for election to the Board, including the sub-committee's assessment of the candidates using the Skills and Experience Matrix and Board Director Profile. The slate of candidates shall not be ranked. The list of recommended candidates presented to the members shall not be less than one per open seat, nor exceed three times the number of open Board seats.

In accordance with the Bylaws, the slate of candidates must be:

- i. proportionately reflective of HCBC membership composition, including geographic distribution, individual and affiliate membership categories, diversity of age, ethnicity, ability and gender;
 - ii. reflective of the various needs, interests and regional contexts of the Society's members;
 - iii. aligned with the purpose, priorities and strategic direction of the Society;
 - iv. composed so that no single interest, need or region has majority representation in the pool of nominees when combined with the current Board composition;
- e. Follow the Board Recruitment Process (Schedule C) as amended from time to time by the Governance Committee.
 - f. The Sub-Committee Chair or their delegate will attend and report to the Governance Committee on progress at each meeting of the Governance Committee.
 - g. Perform any additional tasks which the Board may assign from time to time.

5. Appointment

Sub-committee members will serve from their appointment until the re-striking of the sub-committee following the next Annual General Meeting. Sub-committee members

may be reappointed for additional terms, not to exceed their term as a Director. Sub-committee members who are not Directors may serve a maximum of three 3-year terms (ie. nine years total).

6. Meetings

The sub-committee shall meet by teleconference, electronically or in person, as required. Meetings will be called by the sub-committee Chair. The sub-committee shall meet as often as required to complete its work plan for the year. Quorum shall be a majority of the sub-committee voting members. Agendas are set by the Chair of the sub-committee in consultation with the Executive Director. The sub-committee may invite guests to its regular meetings, but guests shall not be voting members of the committee.

If a committee member is not able to participate in a meeting, the member can speak with the sub-committee Chair in advance to provide their perspective. The committee member may also submit written comments and/or documentation in advance of the meeting to the sub-committee. A committee member who misses a meeting is responsible to read minutes and otherwise ensure they are current with sub-committee proceedings.

7. Other Duties and Responsibilities

7.1 Work Plan

The sub-committee will review and approve its goals and work plan for the year's activities at its first meeting of the year. The work plan will be provided at the following HCBC Board meeting for the Board's information.

7.2 Evaluation

The sub-committee will review its performance and provide a written report on the accomplishment of its goals and work plan at the Governance Committee one month prior to the AGM.

7.3 Administrative Support

The sub-committee is expected to provide its own administrative support or request from the Executive Director reasonable staff support; and to ensure appropriate documentation is provided to the Governance Committee and the Executive Director, including maintaining records of meetings and supporting materials. Minutes are not required to be filed unless they are required as briefing notes for Board resolutions.

8. Review and Approval

The Governance Committee will review these terms of reference annually in advance of the appointment of the Sub-Committee Chair.



Approved by Governance Committee:

Approved by Board of Directors:

Schedule A

Attributes, Competencies, Skills and Experience Profile for HCBC Directors

In addition to meeting statutory requirements set out in the Societies Act of BC for eligibility to stand for election and remain eligible to serve on the Board of Directors, Director nominees will be expected to bring a number of the following skills, competencies and experience, as determined by the Board from time-to-time.

It is the intention of the Society that the composition of the Board Directors at all times reflect the diversity found among its members.

Personal Attributes

- a. **High Ethical Standards** – integrity in professional and personal dealings; trustworthy and conscientious; can be relied upon to act and speak with consistency and honesty
- b. **Adaptability** – flexible, responsive and willing to consider change; able to deal with uncertainty
- c. **Inclusivity** – respectful and encouraging of diverse experience, origins, culture, beliefs, race and other personal attributes; awareness and openness to the concepts of unconscious bias and systemic discrimination
- d. **Professional Profile** – demonstrated networks at the local, regional, provincial, and/or national level
- e. **Listening Skills** – actively listens and hears, seeks to understand; excellent awareness of balancing their contribution relative to others
- f. **Broad Perspective** – able to view issues from a broad range of viewpoints
- g. **Collaborative Approach** – team-oriented contributor to consensus development

Competencies

Directors should possess some level of the following competencies:

- a. **Understanding of Equine Sector and HCBC Context** – demonstrates an appreciation of the unique role of HCBC as a Provincial Sport Organization and member services society. A history of active engagement as a member in HCBC activities, programs and industry initiatives.
- b. **Strategic Planning and Thinking** – understands the process of determining strategic priorities, and the level of strategic management needed to achieve results and mitigate risk; able to distinguish between strategic and operational matters; and

articulate penetrating strategic questions

- c. **Financial Literacy** – ability to read financial statements, operating and capital budgets; understands the use of financial ratios and other indices to measure performance
- d. **Critical Thinking** – well-developed faculty for critical analysis; ability and willingness to raise potentially controversial issues in a manner that encourages constructive discussion; independent thinker while maintaining positive support for Board decision-making processes and management towards consensus
- e. **Corporate Governance** – understands fiduciary and governance responsibilities, accountabilities and liabilities as a Director and Board member; ability to distinguish Board oversight role vs management role
- f. **Technical Competency** – able to read and comprehend complex documents, sufficient digital and administrative literacy to operate effectively in a digital Board environment.

Board Skills and Experience

In reviewing its composition, the Board will consider the skills and experience of the current Directors and the need for specific expertise to fill gaps or meet future priorities. In general, nominees will be sought who bring experience in one or more of the following areas (not listed in order of priority):

- a. **Equine/Equestrian Sector** - experience in the equine, equestrian, and/or agricultural sectors bringing knowledge of the needs of HCBC members, affiliates and stakeholders.
- b. **Organizational leadership** – general management or supervisory experience in a private sector, not for profit or public sector setting; an understanding of how businesses operate.
- c. **Accounting / Finance** – experience in finance, accounting, bookkeeping and/or business administration; financial acumen.
- d. **Legal** – a law degree and knowledge of business and labour relations law.
- e. **Human Resources Management** –experience performing or overseeing human resources in a private, public sector or not for profit setting.
- f. **Information Technology** – experience working in the information technology field with a demonstrated understanding of how IT and digital applications are applied to business processes; and an informed understanding of the risks, impacts and opportunities that current and emerging technology could have.

- g. **Government Relations** – political or senior level experience in directing or influencing public policy agendas; and/or knowledge of relevant local (municipalities and regional districts), First Nations, provincial and federal government jurisdiction and policy affecting the equine, equestrian and/or agricultural sector.
- h. **Communications** – experience working in the marketing or communication field; an understanding of communications approaches, messaging channels, and communication tools.
- i. **Board Service** – experience as a member of a board of directors of a not for profit, association, provincial sport organization or other board of directors; an understanding of governance.

Diversity and Representation

The Board strives for a composition that proportionately reflects HCBC members, including geographic distribution; affiliate representation categories; sport, recreation, and industry categories; and diversity of age, ethnicity, ability and gender.

Schedule B - Board Recruiting and Development Matrix

Current Directors and prospective nominees will be mapped on the following skills and experience matrix to identify gaps in board composition

	[Name]	[Name]	[Name]	[Name]	[Name]	[Name]
SKILLS AND EXPERIENCE						
Equine/Equestrian/Agric Sector						
Equine Business - Specific						
Agricultural Business						
Accounting/Finance						
General Management						
Legal						
Human Resources						
Information Technology/Digital						
Government Relations						
Marketing/Communications						
Fundraising						
Strategic Planning						
Advocacy						
Governance/board experience						
Other: [insert profession]						
EDUCATIONAL BACKGROUND						
Secondary						
University/College/Trade						
Post graduate						
ATHLETIC / SPORT BACKGROUND						
Equine:						
Athlete/Coach/Official:						
Other:						
LOCATION – region of residence						

Schedule C: Board Recruitment and Selection Process

Item	Timeline
Call for prospective board members sent out	Wednesday after Labour Day
Nomination sub-committee evaluate current board composition and needs based on Board Skills and Experience\ Matrix	September
Submissions received from prospective board members	First week in October
Interviews with prospective board members conducted by Nomination sub-committee members	During October
Nomination sub-committee to review and evaluate prospective board members	By first week in November
Final candidates presented to the membership and Board from the Nominations sub-committee	By late November

Schedule D: Interview Guide for Board Candidates – Horse Council BC

(NOTE: example only; the actual interview guide will be developed each year by the Nominations Sub-Committee to emphasize the skills and experience being sought)

Candidate Name: _____

Interviewer(s): _____

Date: _____

Scoring: Quality of answer / evidence that skill/experience is present:
None - 0; Very Little - 1; Some – 2-3; Strong – 4; Very Strong – 5

<u>Questions</u>	<u>Comments</u>	<u>Score</u>
Chair welcomes and gives short context for interview		
1. Why are you interested in being a Director on the HCBC Board?		
2. Give us a quick overview of your work career and how your various roles have prepared you for serving as an HCBC Board Director.		
UNDERSTANDING OF HCBC MANDATE 3. Summarize your understanding of the mission of HCBC and its role in the equine sector in BC. 4. HCBC is a Provincial Sport Organization: what do you understand that designation to involve?		

<p>UNDERSTANDING of Equine sector and context</p> <p>5. What do you see as the top trends facing the equine sector as a sport and an industry?</p> <p>6. What do you see as the major issues facing our members as individuals?</p>		
<p>INVOLVEMENT WITH HCBC</p> <p>7. Have you been involved with the HCBC or one of its affiliated clubs/regions?</p> <p>- Length of association - Scope of involvement</p>		
<p>BOARD EXPERIENCE</p> <p>8. What is your previous experience on a Board of Directors of a voluntary organization?</p> <ul style="list-style-type: none"> • Was it a governance Board? • What were the duties and responsibilities of that Board? 		

<p>UNDERSTANDING OF BOARD ROLE</p> <p>9. After reviewing the nominations package you received, how would you describe the role of an HCBC Board Director?</p> <p>10. Describe your knowledge of board governance and what it means to be a fiduciary.</p> <p>11. What is the difference between the role of the Board and the role of staff in the organization?</p> <p>12. What do you see as important strategic goals for HCBC and how do you see the Board supporting those?</p> <p>13. Which of our committees would you be most interested in?</p>		
<p>SPECIFIC SKILLS</p> <p>14. HCBC is seeking specific skills in (Finance/Accounting; Legal/law; Human Resources; and Marketing/Public Relations -- Areas will change based on board composition))</p> <p>15. Please describe your skills in (area) and how you see them contributing to the work of the Board.</p> <p>16. What other special knowledge, skills or experience do you bring which will help you contribute to the work of the Board?</p>		

<p>COMMITMENT Discuss total time commitment: 6-8 meetings per year; 4 hours per meeting; 4 hours reading and preparation; Committees 4-6 meetings/year; 2 – 4 hours per meeting; other events 3-6 hours per quarter.</p> <p>17. Are you able to devote the time and effort necessary?</p>		
<p>18. What questions do you have for us?</p>		