

Curl BC Governor Candidate Information Package



We are looking for individuals with the desire to support and lead curling into the next 125 years!

Candidates for Regional Governor should be a member of a Member Facility.

This package contains the following:

- Attributes of an ideal Governor
- About Curl BC
- The Commitment
- The Process

Curl BC operates within a strict adherence to a split between Governance and Operations. Operations decisions and event and program management are entrusted to our Chief Executive Officer (and by extension to the professional staff) while the role of the Board is to establish expectations and guidelines for the Chief Executive Officer and staff and of course to monitor progress. Please refer to the attached Board Governance for a Board Governor document.

Please refer to Curl BC website for more information:

- curlbc.ca/about-us/
- curlbc.ca/about-us/board-governance/

Attributes of an ideal Governor (in no particular order)

- **An open link to ownership group**
A person who is open and willing to hear comments and concerns of the stakeholders (owners); identifying with the whole ownership rather than the segment from which they personally come; having structured contact with stakeholders (owners).
- **An understanding of the various organizations and groups in the curling or Sport community and their interconnections**
A person who is knowledgeable of the diversity of perspectives within the curling or Sport community and how the segments interact with each other
- **A broad range of experience in business, sport and/or curling**
A person who is experienced in several of the following areas: Experience in serving on not-for-profit Boards, Experience in human resource management, Experience in strategic and corporate communications, Experience in Finance and Audit, Experience in a National/Provincial sports organization, an athlete, event organizer, club and provincial/territorial administrator, coach, official, icemaker. This will help a Governor appreciate the perspectives needed to consider the development of governance policies.
- **Strategic, big-picture orientation**
A person who is able to see the possibilities of the future as well as the realities of the present-day; is capable of focusing on longer-term issues and foregoing the comfort and easier familiarity of the short-term; views the whole as more than the sum of its parts.
- **Conceptual outside-the-box thinker**
A person who is able to go beyond making single-event decisions and seeing the values that form the basis for decisions; is capable of reframing ideas and living with some degree of ambiguity as decisions evolve over time.
- **Team player**
A person who is able to engage in debate and support other Board members in airing different points of view while staying committed to speaking with a single voice.
- **Demonstrate moral courage**
A person who is able to stand their own ground to preserve Board discipline, raise uncomfortable issues, and challenge process, information and groupthink.
- **Comfortable with exercising the authority of leadership and delegating leadership**
A person who is able to use authority responsibly and lead leaders. This person should be able to address large groups of people in different settings (i.e. including public speaking, socializing with dignitaries, public relations, etc.).
- **Experience in organizations of similar program and budgetary scope**
A person who is able to appreciate the complexity and scale of the association's mission.
- **Time to work effectively**
A person who is able to be a full participant of a Policy Governance Board requires the willingness to maintain active contact with, and be accessible to, owners and stakeholders; to stay current with emerging issues; to prepare in advance and to be present at all meetings.
- **Experience in current computer and technology trends**
A person who is comfortable in communicating effectively, utilizing current computer and technology programs and services. Required are computer literacy, including effective working skills working with:
 - documents (Word or Google Docs)
 - spreadsheets (Excel or Google Sheet)
 - presentation (PowerPoint or Google Slides)
 - email
 - using a share drive
- **Dealing with conflict resolution**
A person who is able to use personal judgment, experience and initiative to develop effective, professional, respectful and constructive solutions in a team setting to challenges and obstacles as may be presented.
- **Personal suitability**
Strategic and innovative leadership, high ethical standards, integrity and impartiality, tact and diplomacy, sound judgement, superior interpersonal skills.

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About Curl BC

Our Mission:

Active, fun and social, the Curl BC community promotes, develops and supports curling throughout British Columbia

Our Vision:

Curling is an integral part of the lifestyle, culture and heritage of British Columbia

Our Mantra:

Our House is Your House

Overview:

Curl BC is the provincial sport governing body dedicated to the development, promotion and organization of curling in British Columbia. Curl BC is also responsible for the championship system that declares provincial representation at national events.

Governance:

Curl BC is a not-for-profit organization representing 80 curling centres and nearly 22,000 (unique) curlers across BC. The Organization is governed by a Board comprised of five Regional Governors and three Governors-at-Large who all serve for a two-year term, plus the Past Chair. The Board is both elected by and accountable to the curling centres. Details of governance, organizational structures, policies and procedures are available at curlbc.ca/about-us/board-governance/.

The Board governs in a manner consistent with a policy governance model, focusing on strategic visionary leadership, policy-making, and collective decision-making. The Board oversees all Curl BC operational activities through the CEO who directly supervises Curl BC staff.

Membership participation:

Any member in good standing may be elected to a volunteer position with Curl BC. There is no remuneration for volunteers other than for out-of-pocket expenses incurred during the performance of their role as approved but the Board. The principal volunteer roles are as a Governor, Regional Representative or Officers and Curling Centre Representatives.

Role of Governor

As a member of the Board, Governors are stewards for the member facilities (curling centres). Regional Governors, while elected from a specific region or regions for a two-year term, are accountable to all member facilities across BC. Essentially, they are Governors from and not for the area from which they were elected. Governors-at-large are nominated based on specific skills required by the Board and elected at the AGM. They are also accountable to all member facilities across BC. The Board supports a diversity of views, but always speaks with a single voice. Governors are expected to participate actively in Board meetings (four annually) and in sub-committee meetings and assigned tasks. Governors adhere to the Board of Governor' Code of Conduct and Conflict of Interest Policies. Other roles in which Governors are encouraged to participate are:

- Acting as Chair or Vice-chair of the Board of Governors (annual appointment)
- Acting as Chair of a Board sub-committee or ad hoc committee (annual appointment)
- Acting as representative of Curl BC and medal presenter at provincial championships (single event)
- Representing Curl BC as delegated by the Board or Board Chair such as at National meetings and events (ad hoc)

Board policies, expectations and responsibilities of Governors, and mandate and accountability of Board Committees are provided in detail in the Curl BC Policy Registry: curlbc.ca/about-us/board-governance/

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The Commitment

Curl BC year is 1 April to 31 March with the Annual General Meeting (AGM) is typically held in **June** so a board term would be from AGM to the AGM on expiry of term.

Four Board meetings a year:

2nd week of September 2nd week of January 2nd week of April	<ul style="list-style-type: none">● Friday morning/afternoon - arrival and social● Friday afternoon - Executive and committee meetings● Friday evening - Social● Saturday (to late afternoon) - Full Board meeting● Travel time in addition as required
2nd week of June (Board meeting and AGM)	<ul style="list-style-type: none">● Thursday evening - arrival and social● Friday morning - Executive and committee meetings● Friday afternoon - Full Board meeting● Saturday AGM and Awards night● Possible combined with Business of Curling event (extended to Sunday midday)

Attendance at Regional meeting(s)

- Region 11 - approximately 4-8 meetings a year of 2 hours including an annual meeting for electing Regional representatives
- Other regions - minimum of one annual meeting a year (preferably two) for electing Regional representative and to update Member Facilities on Curl BC activities - 2 hours
- Confirm regional representatives arrange playdown event hosts

Various Committee work

- Electronic meetings or conference calls - 4-6 times a year of 1 to 2 hours
- Pre-reading of emails and documents for discussion. Possible work on policies or proposals - approximately 10-20 hours a year depending on scope and projects
- Meetings in person - usually arranged to coincide with prior to Board meetings to minimize travel
- Specific tasks of Committee projects

Liaison to provincial events (as assigned)

- Provincial event liaison - Attendance for duration of event, onsite representative and support link between Curl BC and the organizing committee. 2 days up to one week depending on the event.
- Attending Pre-meetings of organizing committee hosting the event - monthly or bi-weekly meetings depending on organizing committee and size/location/event hosted

Membership Audits

- Assigned to phone/email and work with a Member Facility to confirm records and report back to Curl BC administration regarding membership situation financially and quantitatively. Up to 5 hours per site dependent on facility's records and ability to provide information.

Miscellaneous

- Visits to curling facilities board meetings or special events as Curl BC representative, attending Curl BC activities or events in region - Rocks & Rings, Curling Camps, clinics or other events as needed/ desired.
- Business of Curling workshop
- Attend relevant Government announcements, forums, Provincial Sport Organization meetings, sponsor events as needed as representative of Curl BC
- Support and attend Curl BC championships in your region
- Planning workshops or other events in support of Curl BC end goals

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The Process

1. **Candidate Search:** A nomination committee has been established to set the criteria and to search for prospective candidates. For Regional Governor this is also performed by the Regional Committee based on guidance from the nomination committee.
2. **Candidate Submission:** Candidates must provide the following:
 - 2.1. Member Facility Recommendation Letter(s)
 - 2.2. Governor Consent Form
 - 2.3. Self Assessment Form Candidate NarrativeGovernor at Large candidates will have the opportunity for a short Presentation at the AGM (Optional)
3. **Election:**
 - For Regional Governor - held in April, by electronic vote
 - For Governor at Large - held at our Annual General Meeting in June
4. **Post Election Meeting:** Successful candidate will be required to attend a Board meeting for Orientation and the election of the Executive Officers.

Each of the Board of Governors shall agree to have his or her name, photograph, telephone number and corporate email address listed on the website and in the Curl BC Yearbook.

For the Candidate Submission, please refer to the Submission Package.