

**SPORT NEW BRUNSWICK
Nominations Procedures**

Nominations Committee Terms of Reference.....2
Nominations Policy.....4
Call For Directors7
Candidate Application Form 10
Nominee Evaluation Metric..... 12

Nominations Committee Terms of Reference

- Name:** Nominations Committee
- Composition:** The Committee will consist of three (3) individuals appointed by the Board of Directors and will include a minimum of one (1) Director who is not subject to election. Individuals who are interested in being elected or re-elected to the Board of Directors must not be appointed to the Committee. The Sport NB President can be a member of the Committee, provided they are not subject to election; they will be a non-voting member. Sport NB staff members may be asked for input, but ultimately are not able to be members of the Committee.
- Chair:** The Chair of the Committee will be appointed by the Board.
- Purpose:** The Nominations Committee's overall responsibility is to seek, identify and recruit qualified and skilled individuals capable of providing effective governance leadership to the Board of Directors.
- Term:** Members of the Committee will serve a term from appointment to the next Annual Meeting at which elections are held. Members of the Committee may be re-appointed.
- Meetings:** The Committee will meet as required. Meetings will be held at the call of the Chair or of two Committee Members.
- Quorum:** A majority of Committee Members.
- Voting:** Each Committee Member will be entitled to one (1) vote, except for the President who is a non-voting member. At all meetings of the Committee, every motion will be determined by an Ordinary Resolution of the votes cast. In the event of a tie vote, the motion is defeated.
- Reporting:** When requested by the Board, the Committee will report on all of its actions and proceedings via the Chair. Minutes of meetings of the Committee must be available to be submitted to the Board within thirty (30) days following a meeting.
- Expenditures:** The Committee will receive resources from the Sport New Brunswick to fulfill its mandate. The Committee may, from time to time, request and receive administrative support.
- Removal:** The Board may remove any member of the Committee. When a position on the Committee is vacant, the position will remain vacant until the Board appoints a person to fill the vacancy for the remainder of the term.
- Responsibilities:** The Committee will perform the following key duties:
- Seek, identify, and recruit qualified individuals to stand for election as Directors. In addition to seeking candidates through the usual networking channels within the sport community, the Committee will also issue an open call for nominations through promotional efforts including, but not limited to, press releases, the Sport New Brunswick's website, other online services where suitable.
 - Via the staff of the organization, distribute the **Call for Directors**.

- Ensure that candidates for election meet the qualifications and eligibility requirements to serve as a Director and that they have fulfilled any additional requirements, including those described in the **Nominations Policy**.
- Actively seek and promote candidates who reflect the diversity of the communities Sport NB serves, including gender identity, language, Indigeneity, racialized communities, disability, age, and geography, to ensure the Board meaningfully represents the lived experiences and perspectives of those it supports.
- Consider the specific and desired competencies required on the Board when soliciting nominations.
- Review all Candidate Application Forms prior to an election using the Nominee Evaluation Metric. Upon review of the Forms, the Committee will recommend a slate of candidates who best represents the organization's needs as identified by the Board matrix.
- Oversee all aspects of the election procedures leading up to and at the Annual Meeting, including identifying and enforcing specific timelines and any other administrative requirements.
- Identify individuals for future nomination as Directors as well as any non-preferred candidates and maintain this information for use by future Nominations Committees.
- Carry out these duties in a manner that encourages a long-term view of Board succession planning.
- Such additional duties as may be delegated to the Committee by the Board from time to time.

Approval Date:

Terms of Reference approved by the Board of Directors on

September 9th, 2025

Nominations Policy

Purpose

1. The Board of Directors must appoint a Nominations Committee that has responsibilities as defined in the Nominations Committee Terms of Reference. The purpose of this Policy is to support the Nominations Committee in defining and implementing its responsibilities, as well as inform individuals about the process to be eligible and nominated for a position as a Director.

Application

2. This Policy applies to the Sport New Brunswick, the Nominations Committee, and any individual wishing to be nominated for a position as a Director with the Sport New Brunswick.

Board Assessment

3. At its discretion, the Nominations Committee must administer a **Board Assessment Tool** to determine the needs, wants, and gaps of skills, attributes, education, and experience within the Board of Directors. Table 1 below outlines the skills and attributes that potential directors are required to have to be considered for the Board of Directors for Sport NB, as referenced in Section 4.8 of the By-Laws. This information will be used by the Nominations Committee to target specific individuals for nomination as a Director.

Table 1. Section 4.8 of Sport NB By-laws indicates the attributes and skill required of a director:

Attributes	Skills
Commitment and capacity (time, energy, expertise) to fulfill the commitment as a Director	Accounting designation (CPA)- Treasurer position.
Knowledge about roles and responsibilities of a Director, Board and Staff	Legal designation
Experience in formulating policy	Professional qualifications (MD, PhD, MBA, Sport Science)
Experience in thinking strategically	Personnel Management (Human Resource Professional designation)
Knowledge about the community of sport	Media/Marketing/Public Relations contacts/experience
Ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks	Fundraising and funding source contacts
Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report	Administration/Management experience
Strategic connectivity to key clients	Government relations/contacts
Ethical and values based behavior	Organizational development/Strategic Planning experience
Representative of client population (athlete, coach, official, etc.)	Other skills valued by the Board of Directors
Self-identified equity-based attributes outlined in the Candidate Application Form	Government relations/contacts
Other attributes valued by the Board of Directors	Organizational development/ Strategic Planning experience
	Other skills valued by the Board of Directors

Solicitation of Nominations

4. The Nominations Committee will seek, identify, and recruit eligible individuals to stand for election as Directors by seeking candidates through:
 - a) The usual networking channels;
 - b) The Sport Information Research Centre (SIRC); and
 - c) An open call for nominations through promotional efforts, including, but not limited to, press releases, Sport New Brunswick's website, other online services where suitable, and or via social media.
5. The Nominations Committee may also approach eligible individuals to determine their interest in serving as a Director.
6. The Nominations Committee will also appoint a contact person from amongst its members who can answer questions about the nomination process and the role of a Director.

Eligibility

7. In reference to sub-section 4.5 of the Sport NB By-laws, a Director must:
 - a) Submit a Police Record Check, if requested;
 - b) Submit a Bankruptcy check, if requested;
 - c) Be a primary resident of New Brunswick;
 - d) Be nineteen (19) years of age or older;
 - e) Not have been found of unsound mind by a court in Canada or elsewhere;
 - f) Not be a paid employee or contractor of Sport NB or its Members;
 - g) Not have the status of bankrupt.
 - h) Not be convicted of an offence under the Criminal Code (Canada) or the criminal law of any jurisdiction outside of Canada relating to:
 - i. Promotion, formation or management of a corporation; or
 - ii. Fraud; unless three years have elapsed since the expiration of the period fixed for suspension of the passing of the sentence without sentencing or since a fine was imposed, or unless the term of imprisonment and probation imposed, if any, was concluded, whichever is the latest, but the disability imposed by this paragraph ceases upon a pardon being granted.

Nomination of Candidates

8. Individuals can submit nominations to the Nominations Committee so long as the **Candidate Application Form** and supporting materials are submitted before the final deadline and signed by the individual that is being nominated.
9. Incumbent Directors are not required to submit a Candidate Application Form but must inform the Nominations Committee in writing when they intend to stand for re-election (current incumbent directors [2024-2025] still need to submit a Candidate Application Form, as the temporary By-law will be full ratified at the 2025 Sport NB AGM).
10. No nominations will be taken from the floor in accordance with the Sport NB By-laws.

Review of Nominees

11. The Nominations Committee will review each **Candidate Application Form** and supporting materials to ensure that the individual is eligible, to assess their skills, attributes, education and experience, and to compare the assessment with the particular skills that are desired for a Director. The Nominations Committee may further engage in a personal interview of the applicant, in-person, electronically, or via telephone.

12. The Nominations Committee will short-list the nominees by completing a **Nominee Evaluation Metric** for each nominee, will ensure eligibility, and may conduct reference checks and interviews. The Nominations Committee may also communicate directly with candidates to discuss the roles, responsibilities, and expectations of a Director.
13. Nominees who the Nominations Committee believe are ineligible will be given the opportunity to demonstrate their eligibility will have 7 days to meet the requirements. If they do not, they will be removed from the slate of potential nominees.
14. The Nominations Committee will decide the eligibility of any nominee whose eligibility is in question by majority vote.
15. The Nominations Committee will present a final report to the Members before any election, recommending a slate of nominees who best align with the organization's needs, as determined by the Board matrix and evaluation process. While the Committee may not prevent eligible candidates from running, their role is to identify and endorse those most suited to advance the organization's goals.

Timelines

16. The Nominations Committee will accept nominations for board members up to 45 days in advance of the Annual General Meeting and identify further deadlines indicating opportunities for candidates to submit campaign material. All timelines will be described in the **Candidate Application Form**.

Role of Candidates

Required Submission Material

17. Nominees are required to submit a completed Candidate Application Form, as well as a resume (with two relevant references) that is no more than three pages in length.

Optional Campaign Material

18. Once the Nominations Committee confirms the nominee's eligibility, the nominee may begin to inform individuals and organizations that they are running for election. Nominees can consider preparing campaign material for their candidacy to be used in their own advocacy efforts, such as the following:

- A **campaign platform** describing what the nominee would like to do to further the objectives of the Sport New Brunswick – this material may be as detailed or specific as the nominee desires
- A **headshot** photo
- A **biography** of the nominee (maximum 300 words)
- A **video** describing the nominee and/or the nominee's platform (maximum 30 seconds)
- **Testimonials/references** from other organizations or other individuals

19. Nominees may also be permitted to give a short speech at the Annual General Meeting in support of their platform and their candidacy either in person, via recording, or via electronic communications if Sport New Brunswick makes such communication vehicle available. Speeches should be kept to a maximum of two minutes.

Call For Directors

What is Sport New Brunswick?

Established in 1977, Sport New Brunswick is the leading support agency for sport systems throughout the province. We drive sport participation, facilitate system development, strengthen coaching and leadership, and serve our membership of approximately 70 provincial and multi-sport organizations. We currently employ five permanent full-time staff members, eight long-term contract employees, as well as summer students, interns, and other casual employees. We are currently undergoing an organizational transformation in response to the Envisioning Sport Report (2022), which describes the tremendous potential for the province of New Brunswick to establish itself as a leader in the modernization and enhancement of the sport sector. Recent changes have included a merger with Coach New Brunswick, the establishment of new By-laws, and an increase in staffing capacity to better serve New Brunswickers' sport-related needs.

For the upcoming election, Sport NB and the Nominations Committee are seeking individuals who are committed to fostering collaborative, inclusive, and accessible sport systems. Ideal candidates will value being part of an organization that empowers New Brunswickers through sport participation, system development, and leadership – reflecting the mission and diverse communities Sport NB serves.

How is the Board of Directors structured?

The composition of the Board of Directors is outlined in the Sport NB bylaws as follows:

Composition of the Board:

4.1 Directors – The Board will consist of nine (9) Directors.

4.2 Directors – Directors may be appointed, by the Board, to serve in Officer positions (see Article V) and/or as Directors of various portfolios related to the operations of Sport NB. Directors may have more than one portfolio and may be assigned and removed duties by Ordinary Resolution of the Board.

4.3 Board Observer – An individual or representation of an organization (such as the Past President or a Key Volunteer) may be invited to serve as a Board Observer and attend meetings of the Board in a non-voting capacity provided the individual is interested in serving in the position and has been approved by Ordinary Resolution of the Board. Board Observers are not Directors and may be asked to leave a meeting (or part of a meeting) of the Board at the discretion of the Board at any time.

4.4 Government of New Brunswick - The Government of New Brunswick Ministry responsible for sport may appoint an employee of the Ministry as a government representative to attend meetings of the Board without vote.

4.5 Past President – The immediate Past President of Sport NB (or another Past President, at the Board's discretion) may be appointed into the position of Past President provided that this individual is interested in serving in the position and has been approved by Ordinary Resolution of the Board for a one (1) year term. The Past President is a Board Observer and not a Director.

Responsibilities

The Directors have the responsibility for setting directions, establishing policy, and overseeing the activities of the organization. More specifically, Directors must:

- Support the objectives and activities of the organization.
- Read and understand the financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
- Attend meetings of the Board and actively participate in decision-making.

- Share their areas of expertise with the Board.
- Be an advocate and ambassador for the organization.
- Obtain various means of support for the organization, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
- Fulfill the duties of care, obedience and loyalty to the organization.
- Participate in regular assessments to improve Board performance.
- Participate in strategic planning activities.
- Prioritize and monitor programs and services.
- Work to develop new leadership and recommend potential Directors to the Nominations Committee.
- Avoid conflicts of interest.
- Participate in the organization’s conferences and meetings.

Time Commitment

Sport New Brunswick holds a minimum of four (4) meetings of the Board per year. Serving as a Director requires 8-10 hours in an average month. More time is required during the time period around the Annual Meeting, as well as for specific committees.

Term of Office

Elected Directors serve up to three terms of three (3) years, typically. The Directors elected in November 2025 will serve either one-year, two-year, or three-year terms to set the Board up for staggered terms.

Eligibility

In reference to sub-section 4.5 of the Sport NB By-laws, a Director must:

- a) Submit a Police Record Check, if requested;
- b) Submit a Bankruptcy check, if requested;
- c) Be a primary resident of New Brunswick;
- d) Be nineteen (19) years of age or older;
- e) Not have been found of unsound mind by a court in Canada or elsewhere;
- f) Not be a paid employee or contractor of Sport NB or its Members;
- g) Not have the status of bankrupt.
- h) Not be convicted of an offence under the Criminal Code (Canada) or the criminal law of any jurisdiction outside of Canada relating to:
 - i. Promotion, formation or management of a corporation; or
 - ii. Fraud; unless three years have elapsed since the expiration of the period fixed for suspension of the passing of the sentence without sentencing or since a fine was imposed, or unless the term of imprisonment and probation imposed, if any, was concluded, whichever is the latest, but the disability imposed by this paragraph ceases upon a pardon being granted.

How will Board members be selected?

Directors are elected in accordance with Sport New Brunswick’s By-laws.

Who is qualified to be a Director?

Directors should possess a majority of the following General Attributes and more than one of the Specific Skills:

Attributes	Skills
Commitment and capacity (time, energy, expertise) to fulfill the commitment as a Director	Accounting designation (CPA)- Treasurer position.
Knowledge about roles and responsibilities of a Director, Board and Staff	Legal designation
Experience in formulating policy	Professional qualifications (MD, PhD, MBA, Sport Science)

Experience in thinking strategically	Personnel Management (Human Resource Professional designation)
Knowledge about the community of sport	Media/Marketing/Public Relations contacts/experience
Ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks	Fundraising and funding source contacts
Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report	Administration/Management experience
Strategic connectivity to key clients	Government relations/contacts
Ethical and values based behavior	Organizational development/Strategic Planning experience
Representative of client population (athlete, coach, official, etc.)	Other skills valued by the Board of Directors
Self-identified equity-based attributes outlined in the Candidate Application Form	Government relations/contacts
Other attributes valued by the Board of Directors	Organizational development/Strategic Planning experience
	Other skills valued by the Board of Directors

Nominations

All individuals wishing to run for a position as a Director, including all current Directors who wish to re-offer, will be subject to nomination which requires the submission of a signed **Candidate Application Form** and supporting materials by the application deadline.

The Nominations Committee will conduct due diligence by reviewing the nominee’s qualifications, the required skills and attributes, and potential conflict of interests or other significant matters which would preclude the nominee from successfully fulfilling the duties of a Director.

What information will be required to support each application?

Required Submission Material

Nominees are required to submit a completed Candidate Application Form, as well as a resume (with two relevant references) that is no more than three pages in length.

Optional Campaign Material

Once the Nominations Committee confirms the nominee’s eligibility, the nominee may begin to inform individuals and organizations that they are running for election. Nominees can consider preparing campaign material for their candidacy to be used in their own advocacy efforts, such as the following:

- A **campaign platform** describing what the nominee would like to do to further the objectives of the Sport New Brunswick – this material may be as detailed or specific as the nominee desires
- A **headshot** photo
- A **biography** of the nominee (maximum 300 words)
- A **video** describing the nominee and/or the nominee’s platform (maximum 30 seconds)
- **Testimonials/references** from other organizations or other individuals

What is the deadline for submitting applications?

Applications may be submitted by email to | no later than October 1st, 2025.

info@sportnb.com

Candidate Application Form

*This form must be submitted to Sport New Brunswick by the date of **October 1st, 2025.***

This form is to be completed by any person nominated for election as a Director.

Name of Candidate: _____

Address: _____

Phone Number(s): _____

Email Address: _____

Each nominee must complete and sign this **Candidate Application Form** and submit it to the Nominations Committee along with a **résumé** (max 3 pages, and including two relevant references).

1. Estimate your level of skill or expertise in each of the following areas (please be honest):

	High	Medium	Low / NA
Corporate Governance			
Legal			
Finance / Professional designation			
Risk Management			
High Performance Sport – Athlete, Coach, Sport Science, Official, etc.			
Governance Relations and Public Policy			
Marketing, communications, PR in a digital world			
Philanthropy and fundraising			
Talent / People management			
Business transformation and revenue generation			
Information technology / data management			
Not-for-profit / charitable organizations			
Athlete experience (in the past 8 years)			
International Sport			
Connection to New Brunswick			

2. Please indicate your level of proficiency with the following:

	High	Medium	Low / NA
Speaking French			
Reading and writing French			
Speaking English			
Reading and writing English			

3. Please answer the following self-identification equity-based questions:
 - a. Do you identify as a person with a disability?
 - i. Yes
 - ii. No
 - iii. Prefer not to say
 - b. Do you identify as an Indigenous person?
 - i. Yes
 - ii. No
 - iii. Prefer not to say
 - c. Do you identify as a member of a visible minority in New Brunswick?
 - i. Yes
 - ii. No
 - iii. Prefer not to say
 - d. Please select the gender identity with which you identify:
 - i. Woman
 - ii. Man
 - iii. Nonbinary, Gender fluid, and/or Two-Spirit
 - iv. Prefer not to say

Please keep in mind the general and specific skills and attributes listed in the Call for Nominations when answering the following questions:

4. Please describe why you are interested in serving as a Director of Sport New Brunswick:
5. Please provide a brief summary of any previous experience with Sport New Brunswick:
6. Please provide a brief summary of your experience with other sport organizations:
7. Please provide a brief summary of your experience with non-sport voluntary or community organizations:
8. Please highlight additional skills or competencies that would contribute to the effective leadership and governance of Sport New Brunswick:
9. Please describe any conflicts of interest that you would need to declare if elected to the Board:
10. Please describe any other position held within the sport:
11. Please confirm that you are in compliance with the eligibility requirements and if not, why?

Yes _____ No _____, why:

I agree to let my name stand for a Director position on Sport New Brunswick's Board of Directors. I consent to the verification by Sport New Brunswick of the information provided in support of my nomination.

Signature

Date

Nominee Evaluation Metric

Name of Candidate: _____

1. General Attributes and Specific Skills.

Candidates receive one point for each 'High' ranking and half a point for each 'Medium' ranking – to a maximum of fifteen points.

Category Total / 15

2. Experience with sport organizations.

Evaluate the candidate's response. Candidates score higher if they identify experience serving in multiple roles (Director, official, coach, athlete, volunteer, etc.) and in multiple sports.

Category Total / 5

3. Experience with Sport New Brunswick.

Evaluate the candidate's response. Candidates score higher if they identify experience serving in multiple roles (Director, official, coach, athlete, volunteer, etc.) and for a lengthy period of time (10+ years).

Category Total / 5

4. Experience being a Director and with voluntary and community organizations.

Evaluate the candidate's response. Candidates score higher if they identify experience serving with multiple organizations, in multiple capacities, and for a lengthy period of time.

Category Total / 5

5. Skills and Attributes

Evaluate the candidate's response. Candidates score higher if they identify skills and attributes that would be useful for Sport New Brunswick's governance, leadership, financial status, strategic direction, etc., and that fit the organization's needs and gaps.

Category Total / 15

6. Conflicts of Interest

Evaluate the candidate's response. Candidates score higher if they do not identify potential conflicts of interest.

Category Total / 3

7. Résumé

Evaluate the candidate's résumé. Candidates score higher if they have experience, education, certification, and training that demonstrate their general attributes and specific skills, and if they appear to have the time commitment required to serve as a Director. Review the Board Assessment Tools (if administered). Does the Candidate have skills and experience that the Board currently needs?

Category Total / 12

Calculate the total score. Provide comments or questions on a separate page.

TOTAL SCORE / 60