



## 2024 Board of Directors' Nomination Process

Equestrian Nova Scotia is recruiting new volunteer Board members with varying professional backgrounds and skill sets. We are committed to a culture of inclusion and equity by welcoming members with skills, competencies, talents, identities, backgrounds, and perspectives across a broad and diverse range to apply. Our robust application process is led by the Equestrian NS Nominations Committee (“the Committee”). The Equestrian NS Board-approved process allows for the Committee to seek out members with a specific skill-set and interest in serving on our Board. Once the Committee completes its role, a slate of successful candidates is presented for vote at the Annual General Meeting (AGM). This process is considered critical in order to fulfill our moral, legal, and ethical responsibilities to all those we reach, including members, employees, and volunteers. The benefits of a pre-determined slate of nominees include:

- Ensuring that the candidate skills and experience are aligned with the needs of the organization and BOD;
- Ensuring that conflicts of interest do not affect the quality and safety of programs and services offered by Equestrian NS;
- Reducing the risks and liability for members, employees and volunteers.

As a result of this nomination process, the Committee is able to ensure that all candidates presented to the membership are qualified and evaluated using a consistent criteria and process as outlined in the Candidate Package.

**Term Limits: Per Bylaw Article 33 - The Board shall be comprised of Adult Equestrian NS Members, elected by the membership as follows:**

To preside for a two-year staggered term, not exceeding two consecutive terms, a) Director of Competitions; b) Director of Education; c) Director of Recreation; d) Director of Equine Industry. To preside for a three-year term, six (6) Directors at Large – whereby, at each AGM, two (2) Directors- at Large are elected;

At a club meeting prior to the Annual General Meeting (either in person or via conference call) a director representing Member Clubs will be nominated to serve on the Board of Directors. The Nominee must first be endorsed by their representative club. The newly nominated Director will be on the slate of Nominees for Election by the members at the AGM and will preside in this position for a one-year term.

**Competency of Nominees** - All nominations shall be reviewed by the Committee. The Committee shall provide the Members with a list of candidates, taking into consideration their skills and diverse needs and the community it serves with a balance of new and experienced directors. If possible, the list of candidates shall exceed the number of vacant positions by at least one and at most double the number of vacant positions. No candidate may be eligible for election as a director until such candidate has been reviewed by the Committee as per the nominations process.

**Nominations** - an individual for election as a Director shall be submitted to the Committee by a member in good-standing, in accordance with our policy, procedures and timelines. The Nomination shall include a written confirmation by the candidate expressing a willingness to stand for office, including a detailed profile of the candidate. Please note that portions of each successful candidate application may be used to promote a candidate to the general membership. All applications will be destroyed following the presentation of the slate of candidates to the membership.

**Candidate Application Package** - must include the following items to be considered by the Nominations Committee:

1. Letter of Interest (max. 1500 words) including why you wish to serve on the Equestrian NS Board, and the value you would bring to the Board and organization – all or some of which may be used as your bio in the election package;
2. CV (maximum five (5) pages). Please consider personal/confidential information within your CV before submitting with your Candidate Application Package as this will be shared with the Nominations committee;
3. Social Media profiles (optional);
4. Completed Candidate Nomination and Acceptance Form
5. Photograph (to be used in candidate package)

In 2024, there will be five (5) Directors elected, as per Bylaw Article 33:

Position	Term
Director of Clubs	1-Year Term
Director of Education	2-Year Term
Director of Equine Industry	2-Year Term
Director-at-Large	3-Year Term
Director-at-Large	3-Year Term

# 2024 BOARD OF DIRECTORS NOMINATION APPLICATION

## Nomination and Acceptance Form

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Name of Nominee

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Equestrian Nova Scotia #

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Nominated By

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Equestrian Nova Scotia #

I hereby apply as a candidate for Director on Equestrian Nova Scotia Board. I certify that I support the Vision and Mission of Equestrian Nova Scotia. I will accept this nomination, will serve if elected, and agree to support and be bound by Equestrian Nova Scotia's policies.

I wish to be considered a candidate for Equestrian Nova Scotia Board position of \_\_\_\_\_.

I understand and agree that all election results will be made public.

I certify that I satisfy all requirements for directors of non-profit corporations, including those under the Canada Not-for-Profit Corporations Act. I authorize Equestrian Nova Scotia to verify the accuracy of my application and agree to cooperate and complete such documents as may be reasonably requested by Equestrian Nova Scotia to confirm the accuracy of any information contained herein.

By signing, I certify that, to the best of my knowledge, the information I have provided in this application is true, accurate, and complete

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit your completed Candidate Application Package by  
4:00 p.m. Friday October 18th, 2024 to:**

Equestrian Nova Scotia  
5516 Spring Garden Rd, Halifax NS B3J 1G5  
ATTN: Chair, Nominations Committee  
or via email: [nsef@sportnovascotia.ca](mailto:nsef@sportnovascotia.ca)

## Equestrian Nova Scotia Board of Director' Roles Overview

### Position:

Board Director

### Authority and Responsibility

The Board of Directors is the legal authority of Equestrian Nova Scotia. As a member of the Board, a Board member acts in a position of trust for the community, and is responsible for the effective governance of the organization.

All actions taken by the Board are held to three legal standards. These collective duties, which apply to the entire Board, require the active participation of all individual board members. If ever the Board or individual board members are sued, their actions or non-actions are judged against these legal obligations.

The three Ds set the basic guidelines for the board to act as the fiduciary and the steward of the organization.

**Duty of Care** - Standard of care in decision-making that can be expected of all prudent individuals under similar circumstances. Each Board member is to act in good faith and actively participate in governance by:

- Attending and coming prepared to meetings of the board and appropriate committees
- Asking probing questions and using independent judgment
- Frequently reviewing the organization's finances and financial policies

**Duty of Loyalty** - A standard of faithfulness to the organization's priorities. Board members put the interests of Equestrian Nova Scotia ahead of their own professional or personal interests or those of another. This duty is carried out by:

- Disclosing any conflicts of interest
- Adhering to the organization's conflict-of-interest policy
- Avoiding the use of federation opportunities for individual personal gain
- Not disclosing confidential information about the organization

**Duty of Obedience** - A standard of faithfulness to Equestrian Nova Scotia aims and objectives which requires that Directors comply with applicable legislation; adhere to Equestrian Nova Scotia bylaws; and remain the guardians of the mission. This duty is carried out by:

- Making decisions that fall within the scope of Equestrian Nova Scotia governing documents
- Complying with all regulatory and reporting requirements
- Examining all Equestrian Nova Scotia governing documents

### Requirements

Requirements of the Board membership include:

- Commitment to the work of the organization;
- Knowledge and skills in one or more areas of Board governance: policy, finance, programs/content, human resources, fund development;
- Willingness to serve on committees;
- Attendance at Board meetings;
- Attendance at meetings of assigned committees; and
- Attendance at Annual General and/or Special Meetings.

### Term

As per the By-laws, Board Directors who are Adult Individual Members of Equestrian Nova Scotia and in good standing are elected by the Membership at the Annual General Meeting of the organization's Membership. Board terms are as follows:

- One-Year term, with no limit, one (1) Director of Clubs, to be elected by club directors at a Club meeting.
- Two-year staggered terms, not exceeding two consecutive terms for: Director of Competitions; Director of Education; Director of Recreation; Director of Equine Industry
- Three-year staggered term for six (6) Directors at large, with two (2) Directors at Large elected at each AGM. Board members may be released at the end of the elected term, by resigning, or according to Equestrian Nova Scotia's By-laws.

### General Duties

A Board Member is fully informed on Board matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs and personnel. The Board Member will:

- Approve, where appropriate, policy; and other recommendations received from the Board, its committees and staff – Monitor all Board policies
- Review the by-laws and policy manual, and recommend necessary changes to the membership
- Review the Board's structure, approve changes, and prepare necessary by-law amendments
- Participate in the development of the organizational and annual planning – Approve the organization's budget
- Approve the hiring and release of the Executive Director through the Board President who works directly with the Executive Director
- Assist in developing and maintaining positive relations amongst the Board, committees, staff members, and community to enhance the organization's mission

The Board annually reviews the Board member job description. Recommended changes are presented to the Board.



## **Board of Directors Election 2024 Position Roles**

### **Director of Education**

- Structure - One Equestrian Nova Scotia Member elected at the Annual General Meeting for a Two-Year Term, to a maximum of two terms

#### **Role**

- To be the “voice” of Education at the Equestrian NS Board Level;
- Chair the Multi-Discipline Coach Committee
- In partnership with the Director of Technical Development, act as the liaison for all Coach Disciplines, Rider education and Officials Development;
- In partnership with the Director of Technical Development, act as a liaison with Equestrian Canada’s Coaching, Long Term Equestrian Development and Rider Development programs;
- Keep a portfolio of Equestrian NS Membership Applications, program/service brochures to have on hand and distribute when the opportunity arises, i.e. competitions, club meetings, recreational events;
- Work in partnership with the Director of Technical Development to promote education i.e. Coach Symposium, trade shows;
- Reports to the Board, submit annual budget and annual report;
- Represent and Promote Equestrian NS in a positive and informative manner

### **Director of Equine Industry**

- Structure - One Equestrian Nova Scotia Member elected at the AGM for a Two-Year Term, to a maximum of two terms

#### **Role**

- Sector Representative
- Equestrian NS Representative to Equestrian Canada Industry Committee, if applicable;
- Equestrian NS Representative to the Horse Welfare Alliance of Canada;
- In conjunction with committee members, identify need for Clinics/Seminars, trade show presence, education resources;
- Assist with Website content on subject matter;
- Reports to the Board, submit annual budget and annual report;
- Represent and Promote Equestrian NS in a positive and informative manner.

### **Director-at-Large (two Directors elected)**

Structure - Two Positions are held for a three-Year term, to a maximum of two terms.

#### **Role**

- Member of Equestrian Nova Scotia’s sub-committees, when required;
- Use skill set to contribute to the programs and services Equestrian Nova Scotia offers to its members;
- Keep a portfolio of Equestrian Nova Scotia Membership Applications, program/service brochures to have on hand and distribute when the opportunity arises
- Reports to the Board, submits annual budget and annual report;
- Represent and promote Equestrian Nova Scotia in a positive and informative manner.

### **Director of Clubs**

Structure - One Equestrian Nova Scotia Member Club Director is elected by the directors of member clubs/associations prior to the AGM, to preside on the Equestrian Nova Scotia Board of Directors for a one-year term.

#### **Role**

- Be the “voice” for the clubs in the province;
- Chair the Equestrian Nova Scotia Club Meetings;
- Promote Equestrian Nova Scotia Programs to clubs via emails, social media, etc.;
- Keep a portfolio of Equestrian Nova Scotia Membership Applications, program/service brochures to have on hand and distribute when the opportunity arises;
- Reports to the Board, submit annual budget and annual report;
- Represent and promote Equestrian Nova Scotia in a positive and informative manner