



Call for Board of Director Nominations.

Ontario Cycling Board of Directors call for Nominations to stand for election at the Annual Meeting, June 22, 2023

The Nominations Committee of Ontario Cycling is issuing this Call for Candidates, to stand for election to the Board of Directors of Ontario Cycling at the Annual Meeting to be held via Zoom on June 22nd, 2023.

Positions to be filled:

- 3 Director-at-large positions (2-year terms for each)
- 1 Athlete Representative position (2-year term)

Currently, Ontario Cycling is placing particular emphasis on candidates with the following skills:

- Not for Profit Governance & Strategic Leadership
- Equity, diversity, and inclusion implementation
- Sponsorship / Strategic Partnerships
- Organizational Change Management
- Risk Management
- Public Policy & Policy Development

Candidates with other competencies are also invited to apply.

Ontario Cycling welcomes applications from members of racialized minorities, Indigenous Peoples, persons with disabilities, persons of various sexual orientations and gender identities, and others with the skills and knowledge to help Ontario Cycling engage productively with diverse communities and contribute to the mission of the organization.

Ontario Cycling welcomes candidates within our cycling community as well as those from outside the sport.

The goal of the Ontario Cycling Board Nominations Committee is to identify and recommend individuals that have the necessary competencies and commitment to participate in the strategic leadership and governance of the organization.

About Ontario Cycling

Ontario Cycling (OC) is the recognized authority by Cycling Canada as the governing body for the sport of cycling in Ontario including Mountain Bike, Para-Cycling, Road, Track, Cyclo-Cross and BMX. The OCA works within an established strategic plan and annual operating plan to achieve identified targets. All personnel are required to operate within the policies and procedures as



established by the association's volunteer Board of Directors and are expected to act in alignment with the association's values.

OC receives financial contributions from the provincial government and other agencies, organizations, and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities, and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. OC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

Our Vision	Our Mission	Our Values
A vibrant cycling community with a place for everyone to ride	Build & connect Ontario's cycling community to support all cyclists in their passion for the sport	<ul style="list-style-type: none">● Respect● Innovation● Collaboration● Excellence● Accountability

Governance of Ontario Cycling

The governance of Ontario Cycling is the responsibility of a Board of Directors and is currently composed of seven (7) Directors-at-Large, elected by the membership at the Annual General Meeting.

New this year, the Board of Directors has added the role of an elected Athlete Representative to sit on the Board. This role will be the Chair of an Athlete Council and will provide the Board with feedback and concerns of athletes through the Athlete Council.

The Board of Directors is a "policy" or "governance" board, focused on establishing strategic direction, approving appropriate policies, and applying effective oversight to ensure the organization is advancing toward its goals. Day-to-day operations of Ontario Cycling are the responsibility of a full-time President & CEO who reports to the Board of Directors. The President & CEO and her staff work with various volunteers, committees, and technical experts and advisors to develop and implement programs that achieve the organization's objectives while complying with the board's policy framework.

Eligibility Criteria to be a Director-at-Large

To serve as Director-at-Large on the Board of Directors of Ontario Cycling, one must:

- Be at least 18 years old.



- Be a resident of Ontario.
- Not be of bankrupt status.
- Not have been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside of Canada.
- Not be a director, officer, or committee member of a cycling association other than Ontario Cycling.
- Not be employed by or own an organization which is contracted by the Ontario Cycling.
- Not be an employee of Cycling Canada or Ontario Cycling or an employee of a member of Ontario Cycling.

To ensure that members of the Board of Directors understand their duties and obligations, Ontario Cycling has adopted a Directors Agreement which all board members must execute. A candidate for election to the board must submit a signed Directors Agreement with their candidate documents, and the agreement will take effect only if they are elected to the OC Board.

As a volunteer board member, you will be encouraged to participate in a variety of developmental opportunities. Opportunities to engage in governance training, Safe Sport, Respect in Sport for Activity Leaders, and Making Way in Sport are a few of the developmental pieces board members are encouraged to participate in.

Eligibility Criteria to be the Athlete Representative

To serve as the Athlete Representative on the Board of Directors of Ontario Cycling, one must:

- Be at least 18 years old.
- A member of Ontario Cycling for the 2023 season with either a Provincial Race License or UCI Race License.
- An Athlete actively competing at the U23 to Elite levels including Para.
- An Athlete who has actively participated in Ontario Cup(s) and/or Ontario Cycling Provincial(s) in their discipline(s) in the last three (3) years.
- Be a resident of Ontario.
- Not be of bankrupt status.
- Not have been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside of Canada.
- Not be a director, officer, or committee member of a cycling association other than Ontario Cycling.
- Not be employed by or own an organization which is contracted by the Ontario Cycling.
- Not be an employee of Cycling Canada or Ontario Cycling or an employee of a member of Ontario Cycling.



Expectations and Commitment

Members of the Board of Directors of Ontario Cycling typically spend an average of 5-8 hours per month on board-related activities, but this may increase if they hold a position such as the Chair of the Board or Chair of a Board Standing Committee.

Regular meetings of the Board of Directors take place in February, May, August, and November of each year. The meetings are generally held on a weeknight, via Zoom and may last up to two (2) hours. However, there may be an opportunity to have an in-person meeting tied to an OC Event. Briefing materials are distributed one week in advance of the meeting and members are expected to have read and considered the material in advance of the meeting.

Occasionally, special board meetings may be called if warranted.

There are two standing committees of the board, the Governance and Human Resources committee and the Audit and Risk Management committee, and board members may sit on one of these committees. These committees meet at least once in advance of a full board meeting, with additional meetings if required. All significant policy proposals pass before these committees for review and discussion before they come to the full board.

Meetings of board committees are virtual and often occur on weeknights.

Some roles, such as the role of Chair or Chair of a standing committee, will from time to time require engagement during business hours and candidates for these roles should have this flexibility in their schedule.

Board members are not compensated for their position on the board but will be reimbursed for pre-approved expenses directly related to board activities, including, but not limited to, accommodations, travel, and meals.

Qualifications and Competencies

Effective board members will be those whose life and work experience and background equip them to contribute in a meaningful way to setting Ontario Cycling's strategic direction and priorities, evaluating, and adopting appropriate policies, overseeing financial performance relative to expectations, and delegating operational responsibilities to others while holding them accountable for achieving results while complying to policy.

GENERAL COMPETENCIES

- Minimum 3 years of Not-For-Profit volunteer experience
- Awareness and understanding of the duties and responsibilities of a director of a governance board.
- Experience working in an executive, managerial, or oversight capacity.



- High standards for personal integrity.
- Collaborative, constructive working style.
- Good communication skills.

SPECIFIC COMPETENCIES

The Nominations Committee of the Board of Directors has assessed the skills and competencies that would be of value to Ontario Cycling at this time. These skills are:

- Not for Profit Governance & Strategic Leadership
- Equity, diversity, and inclusion implementation
- Sponsorship / Strategic Partnerships
- Organizational Change Management
- Risk Management
- Public Policy & Policy Development

Other competencies of value to the board are enumerated on the candidate information form, and candidates are encouraged to document their qualifications on each of these dimensions.

EQUITY, DIVERSITY, AND INCLUSION

Ontario Cycling works to promote Equity, Diversity, and Inclusion in the sport of cycling and we also seek to make the leadership of Ontario Cycling diverse and inclusive. We welcome candidates from members of racialized minorities, Indigenous Peoples, persons with disabilities, persons of various sexual orientations and gender identities, and others with the skills and knowledge to help Ontario Cycling engage productively with diverse communities and contribute to the mission of the organization.

The Ontario Cycling Association is dedicated to ensuring open, accessible, equitable and respectful environments, and is committed to reflecting the diverse communities it serves. We encourage applications from members of our diverse communities, including Indigenous Peoples, persons with disabilities, women, persons from racialized groups, 2SLGBTQ+ persons, those who can speak fluently in another language(s), and anyone committed to a rewarding experience as a Board Member with Ontario Cycling. The Ontario Cycling Association supports equality, diversion, inclusion and will provide accommodations in all stages of the selection process, as necessary. If you require accommodation to apply to this advertisement, please advise the OC Business Manager, Kim Drolet via email at kim.drolet@ontariocycling.org when you apply.

Nominations Process

Anyone seeking to be a candidate for election to the Board of Directors of Ontario Cycling must submit a fully completed Candidate Package no later than **Wednesday, April 12th, 2023.**



A complete Candidate Package includes:

- A completed online Candidate Profile Form outlining the candidate's professional experience. The information on this form will be made available to the membership in advance of the Annual Meeting.
 - [Director At Large Candidate Form](#)
 - [Athlete Representative Candidate Form](#)
- An Expression of Interest & Resume uploaded with the Candidate Profile Form
- A signed **Directors Agreement** emailed to nominations@ontariocycling.org with subject line: **Candidate Directors Agreement**. Submission of a signed Directors Agreement indicates your willingness to stand as a candidate, and your agreement to comply with the duties and obligations of a director if you are elected.

Please note that incomplete Candidate Packages will not be placed for consideration by the nomination committee.

To ensure that there are sufficient well-qualified candidates for consideration by the membership, the Nominations Committee may seek out and nominate candidates in addition to those nominated by the membership.

A candidate's nomination by the Nominations Committee merely admits them to the process of evaluation by the committee, it does not represent an endorsement of the candidate. The nominating committee's report to the Membership reflects the Committee's final recommendations following careful evaluation of all the candidates eligible to stand for election at the close of nominations. The purpose of the Nominations Committee evaluation process is to identify those candidates that are best suited to meet the needs of Ontario Cycling, given their knowledge, skills and experience, and other attributes and their understanding of the duties and obligations of a member of a governance board.

Following the close of nominations, the Nominations Committee will evaluate the nominees and select a short list of nominees to be interviewed. Following deliberations, the Nominations Committee will develop a list of candidates to be recommended to the membership at the Annual Meeting.

The Nominations Committee will advise all nominees of the list of those recommended by the Committee at least 14 days prior to the date of the Annual Meeting and at least 3 days before the committee's recommendations are published to the membership.

Timelines

Step	Date
Call for nominations is posted	March 22, 2023
Call for candidates closes. Applications must be received.	April 12, 2023
The Nominations Committee will shortlist nominees to be interviewed.	May 1, 2023
The Nominations Committee completes interviews.	May 19, 2023
Nominees are informed whether they will receive a recommendation to the membership from the Nominations Committee by the Chair of the Nominations Committee	May 26, 2023
The Nominations Committee report is published to the membership, along with resume information for all nominees wishing to stand for election.	June 8, 2023
Board members are elected at the 2023 Annual Meeting	June 22, 2023

Questions

Questions about this nomination process should be directed to nominations@ontariocycling.org