

# 2016 Board of Directors Candidate Nomination and Endorsement

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## Key Dates

Nominations Open	13 June 2016
Nominations Close	13 July 2016
Information Circular Issued	On or about 14 July 2016
Annual General Meeting	3 August 2016

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## Eligibility

Per the bylaws of **OUTSPORT TORONTO** (paragraph 29), a person is eligible to be a director of **OUTSPORT TORONTO** if

- (i) they are a member in good standing of a member Sports Organisation and have been endorsed by that member Sports Organisation's governing body to be a candidate for being a director of OutSport Toronto, or
- (ii) they are not a member of a member Sports Organisation but they nonetheless support the objects as set out in the letters patent or supplementary letters patent of OutSport Toronto and they are actively involved in sport.

"Governing body" here means the organisation's board, collective, executive, steering committee, or group of members otherwise named that oversees the functioning of the organisation.

Directors are elected at **OUTSPORT TORONTO**'s Annual General Meeting, and may also be appointed by the existing directors at any time during the year if there is a vacancy in the board.

## Positions

The following are the positions on the board (note that the bylaws of **OUTSPORT TORONTO** allow for the combination of Secretary and Treasurer into a single position):

### Officers

**Chair:** The Chair presides at all meetings of **OUTSPORT TORONTO** and of the directors. In addition, the Chair is the chief executive officer of **OUTSPORT TORONTO** and must supervise the other officers in the execution of their duties. The Chair is part of the Executive Committee of **OUTSPORT TORONTO**.

**Vice Chair:** The Vice Chair must carry out the duties of the Chair during the Chair's absence. In addition, the Vice Chair supports the Chair in the execution of the Chair's duties, and is part of the Executive Committee.

**Secretary:** The Secretary conducts the official correspondence of **OUTSPORT TORONTO**, issues notices of meetings of **OUTSPORT TORONTO** and directors, keeps minutes of all meetings of **OUTSPORT TORONTO** and directors, has custody of all records and documents of **OUTSPORT TORONTO** except those required to be kept by the treasurer, has custody of the common seal of **OUTSPORT TORONTO**, and maintains the registry of members. The secretary is part of the Executive Committee.

**Treasurer:** The Treasurer keeps the financial records, including books of account, necessary to comply with the Corporations Act, acts as the chair of the Finance Committee, and renders financial statements to the directors, members and others when required. The Treasurer is part of the Executive Committee.

## Non-officer Directors

**Communications and Public Relations:** The director who heads this committee is accountable for ensuring **OUTSPORT TORONTO** has a voice in various arenas, proactively messaging and responding to current events that are likely to require a comment from **OUTSPORT TORONTO**.

**Community Outreach:** This director is accountable for executing on a specific element of our missions statement, which is the promotion of sport and healthy living in the broader LGBT community. This includes liaison with Pride Toronto, educational institutions, and the community at large.

**Games Committee:** The games committee is specifically named in the bylaws, responsible for co-ordinating participation of members in multi-sport competitions, and any other such inter-member event participation.

**Information Technology:** This director heads a committee to manage various technology aspects that are required for **OUTSPORT TORONTO**'s operations.

**Marketing:** The director who heads this committee is accountable for ensuring **OUTSPORT TORONTO** has appropriate visibility in all of the communities in which we operate, and ensures our brand is appropriately managed.

**Membership:** This director heads a committee focused on the member organisations, maintaining open communications with those member organisations, and facilitating inter-organisation communication and liaison, such as through our annual Scrum.

**Member Services:** This director heads a committee focused on the member organisations, and providing value-added services for member organisations. Determines service needs of member organisations in partnership with Director of Members. In partnership with Director for Partnerships and Development, sources providers, and manages service provision.

**Partnerships and Development:** As **OUTSPORT TORONTO** is a not-for-profit organisation that does not charge its member organisations a fee, this function and thus director position is of critical importance to the wellbeing of not only **OUTSPORT TORONTO**, but all of LGBT sport. This heads a committee that fosters mutually-beneficial partnerships with third parties, and creates and executes on a fundraising plan that will provide the necessary funds for **OUTSPORT TORONTO** to function.

**Volunteers:** This director chairs the volunteer management committee, managing the intake, placement, appreciation of, and all other functions for volunteers.

**Director at Large** This director has no specific portfolio, and is available to support the efforts of other directors as needed, as well as provide director-level leadership to special projects as they arise.

(A 15<sup>th</sup> director position is held for the past chair, as required by **OUTSPORT TORONTO**'s bylaws.)

## Application / Nomination Process

**OUTSPORT TORONTO** is currently seeking candidates for any and all positions for the board, to be elected at the 3 August 2016 Annual General Meeting.

To notify the **OUTSPORT TORONTO** board of intention to stand as a candidate for the board of directors of **OUTSPORT TORONTO**, please complete the form starting on page 4 (both pages), and submit it to any one of the current directors of **OUTSPORT TORONTO** in person, send a scanned copy of the form (including all signatures) to [Board.Nominations@OutSportToronto.org](mailto:Board.Nominations@OutSportToronto.org), or send the completed form by mail to

OutSport Toronto  
77 Carlton Street, Suite 1707  
Toronto, Canada. M5B 2J7

The Board Development Committee will contact all candidates to ensure we have accurate information, perform any screening that may be required, and answer any questions any of the candidates may have. The Board Development Committee would like to have all candidate nominations by 13 July 2016, so that we may provide a roster of candidates to member organisations in preparation for the AGM on 3 August 2016, at which the elections will take place.

If you have any questions or need further clarification, please eMail [Board.Nominations@OutSportToronto.org](mailto:Board.Nominations@OutSportToronto.org) with the subject "Board Nominations", and we'll respond as quickly as we can.

Please print clearly – Note that this is a PDF form that you can complete on your computer and then print for signatures.

Member Organisation	
<b>OR</b>	Check if applying as an independent <input type="checkbox"/>

Candidate	Name	
	Address	
	Home Phone	
	Work Phone	
	Mobile Phone	
	eMail	

**Board Position(s) of Interest:**

See page 1 for descriptions. Check all in which you are interested.

- |   |   |
|---|---|
| <input type="checkbox"/> Chair                              | <input type="checkbox"/> Information Technology       |
| <input type="checkbox"/> Vice Chair                         | <input type="checkbox"/> Marketing                    |
| <input type="checkbox"/> Secretary                          | <input type="checkbox"/> Membership                   |
| <input type="checkbox"/> Treasurer                          | <input type="checkbox"/> Member Services              |
| <input type="checkbox"/> Communication and Public Relations | <input type="checkbox"/> Partnerships and Development |
| <input type="checkbox"/> Community Outreach                 | <input type="checkbox"/> Volunteers                   |
| <input type="checkbox"/> Games                              | <input type="checkbox"/> Director at Large            |

**Biography:**

Please supply here or alternatively attach separately a brief (no more than a page) biography of the candidate that we may publish to member organisations indicating both involvement in sport and life outside of sport. Please be sure to highlight past board involvement, contributions to the community, and skills the candidate brings.

**Candidate Agreement:**

I, \_\_\_\_\_, agree  
*Name – please print*

to stand for election as a director of **OUTSPORT TORONTO** at the 3 August 2016 Annual General Meeting.

\_\_\_\_\_  
*Signature* \_\_\_\_\_ 20\_\_\_\_  
*Date*

**Endorsement (only for candidates from a member Sports Organisation):**

I, \_\_\_\_\_, as  
*Name – please print*

\_\_\_\_\_  
*Position – please print* of the above noted

organisation and empowered to speak on behalf of its \_\_\_\_\_  
*Name of governing body (eg., 'board') – please print*

certify that the above-noted candidate is a member in good standing with our organisation, and has been endorsed by us to stand for election / acclamation / appointment to the board of directors of **OUTSPORT TORONTO**.

\_\_\_\_\_  
*Signature* \_\_\_\_\_ 20\_\_\_\_  
*Date*