



ATHLETICS ONTARIO

Board of Directors Call Out & Application

Athletics Ontario

Athletics Ontario is a non-profit member-based provincial sports organization supporting the development, promotion and competent delivery of programs and competitions in athletics for the participant's enjoyment of the sport, contributing to the health, fitness, social development and well-being of all participants.

It is our mandate to promote the sport of athletics as well as the physical, emotional and mental well-being of all our members and participants. Supporting and assisting athletes in their development, providing athlete-center recreational and competitive programs as well as providing development opportunities for coaches and officials.

Seeking Board of Directors

Athletics Ontario is currently seeking energetic and caring professionals to join our volunteer Board of Directors. There are several board positions opening including Vice-Chair, Treasurer and four Directors. The successful candidates will have a background in Finance, Sponsorship/Marketing, Communications, Information Technology and/or Risk Management.

Job Description

To advise, govern, oversee policy and direction, and provide strategic leadership and general promotion of Athletics Ontario so as to support the organization's mission and purpose. The job of the board is to lead the organization toward the Vision, through desired performance and ensure that those performances occur. The board's specific contributions are unique to its trusteeship role and necessary for proper governance and management.

Board members may not hold any official position within the Association or Athletics Canada that creates a material conflict of interest defined, as "a set of circumstances that creates a risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest"¹.

The Board of Directors should possess one or more of the following **skills**:

- a. Professional qualifications (MD, PhD, MBA, BA)
- b. Legal, Accounting, Human Resources designation
- c. Media/Marketing/Public Relations contacts/experience
- d. Fundraising experience, Sponsorship and/or funding source contacts

¹ Lo, B, and Field, M.J. *Conflict of Interest in Medical Research, Education and Practice 2009*. Washington, DC. National Academies Press.



- e. Grant writing, proposal writing experience
- f. Communications experience
- g. Organizational development/Strategic planning experience
- h. Project management
- i. Knowledge of athletics programs
- j. Sport organization experience at multiple levels (local, provincial, national, international)

Expectations of Board Members

Board members are expected to:

- a. Attend and participate in all Board meetings; and attend special events as able
- b. Think in an integrative manner, building on different perspectives, being collaborative and open to change
- c. Possess good communication skills with the ability to relate and understand to stakeholders
- d. Understand Athletics Ontario's financial and human resource needs
- e. Communicate and promote Athletics Ontario's mission and programs in the community
- f. Understand the policies and procedures of Athletics Ontario

Nominations Process

Requirements for applying:

- 1. Submit a Cover letter and Resume
- 2. Complete the Application Form (below)

Please forward your cover letter and resume (subject line Athletics Ontario Board of Directors) to board@athleticsontario.ca.

Deadline

The deadline to apply is September 30, 2016.



Athletics Ontario Board of Directors Application

If you are filling in this form electronically and e-mailing into board@athleticsontario.ca, please remove the above content on pages 1-2 and include your name in the document file name.

Name:		
Home address:		
Home Phone:	Personal Email:	Cell:
Work contact information, if applicable (company, address):		
Work phone:	Work Email:	
May we contact you at work?		
Name and AO membership number of Nominators:		
1)		
2)		

Do you have prior experience with ATHLETICS ONTARIO? If yes, please explain:

Why are you interested in becoming a member of the ATHLETICS ONTARIO Board of Directors?



ATHLETICS ONTARIO is recruiting board members based on a matrix of core skills. Please rate **your level of knowledge** [1 = very experienced; 2 = some experience; 3 = no experience] for each of the following core competencies and provide **your specific experience**, where applicable. If required, please add additional pages for this section or **attach your resume**.

CORE SKILLS MATRIX		
Areas of Competency	Rating	Detailed Experience [i.e., organization, time period, roles and responsibilities]
Accounting/Audit/Finance - Knowledge of financial planning, measurement and accounting requirements and practices.		
Community/Member Relations - Knowledge of programs, projects and activities designed to enhance member relations. Ability to build relationships with numerous external constituencies.		
Funding Diversification/Partnership Development - Knowledgeable of funds, grants and foundations programs. Knowledge of issues and barriers with respect to fundraising in sports. Able to identify opportunities for collaboration with potential partners.		
Legal/Risk Management/Governance - Knowledge of legal issues/environment related to liability, risk management, and effective board governance in corporate or not-for-profit sectors.		
IT/E-Commerce - Aware of emerging trends/new directions in IT and able to identify & assess potential opportunities for association growth.		
Marketing/Brand Development/Communications -		



CORE SKILLS MATRIX		
Areas of Competency	Rating	Detailed Experience [i.e., organization, time period, roles and responsibilities]
Knowledge of public relations strategy/ best practices related to brand management and sector positioning; familiar with sport trends and issues.		
Strategy Planning/Development - Knowledge of strategic issues and strategic planning/visioning; knowledge of “best” practices related to corporate and human resource planning.		
Public Policy/Government Relations - Knowledgeable of current issues/priorities in sports and recreation sectors.		
Sector Knowledge - Knowledge of current and emerging directions within athletics and development of the sport.		

Please describe any other skills or experience that you think may be of benefit to ATHLETICS ONTARIO:

If not described above, please outline your previous experience as a board or committee member:



Who may we contact for information regarding your performance in these positions? (at least 2)

1)

2)

3)

For more information or to submit an application:
Athletics Ontario (Governance and Nominations Committee)
3701 Danforth Ave.,
Scarborough ON M1N 2G2
E-mail: board@athleticsontario.ca