

**Memo****To:** OVA Members**Date:** Thursday, November 11, 2021**Re:** Nominations for OVA Board of Directors

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At the 2021 Ontario Volleyball Association (OVA) Annual General Meeting (AGM) to be held on Sunday, December 12, 2021, members will be asked to elect five Directors. At this time, the Nominations Chair would like to invite nominations for the following positions:

1. President (three-year term)
2. Vice-President Admin/Secretary (two-year term)
3. Director, Regional Engagement (three-year term)
4. Director-at-Large (three-year term)
5. Athletes' Representative (two-year term)

Any Member who meets the eligibility criteria outlined in **Appendix A** may be nominated for election or appointment as a Director.

Please review **Appendix B** to read more about the OVA Board of Directors and the positions for election. To submit a nominee for any of these positions, please submit the following documentation to the Nominations Committee:

- a. The written, signed consent of the nominee
- b. A completed Board of Directors Application
- c. A cover letter identifying the specific position with respect to which the nomination relates
- d. A resume
- e. Three (3) references

This information must be provided to ensure that the voting representatives, and the OVA community, are provided information to allow for an informed opinion. The nominee must be a member in good standing of the OVA.

All required documentation can be emailed to the Nominations Committee:

OVA Nominations Committee  
Email: [nominations@ontariovolleyball.org](mailto:nominations@ontariovolleyball.org)

Please forward nominations by 11:59PM on Friday, November 26, 2021.

**Elections**

Prior to the election, eligible candidates identified by the Nominations Committee will have the opportunity to address the delegates directly or have someone speak on their behalf. Information on eligible candidates will be circulated to voting Members ten (10) days prior to the elections.

Any questions can be directed to the Nominations Chair at [nominations@ontariovolleyball.org](mailto:nominations@ontariovolleyball.org).

### Application Form

I, the undersigned, \_\_\_\_\_ of  
(Name)

\_\_\_\_\_  
(Address)

Would like to apply for the following position(s) of:

- President
- Vice-President
- Director, Regional Engagement
- Director-at-Large
- Athletes' Representative

**Confirmation of Acceptance and Commitment:**

I, \_\_\_\_\_, agree to stand for election for the above position, and agree to have my information circulated to the membership for review in advance of the election. If elected, I commit the necessary time to fulfil the role on the OVA Board (minimum 20 days per year for Directors).

\_\_\_\_\_  
(Signature)

**Ontario Volleyball Association**  
**Board of Directors Candidate Application Form**

**Date** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Residence**  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Employer**  
Name \_\_\_\_\_  
Your title \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Type of business or organization \_\_\_\_\_  
Primary service(s) and area/population served \_\_\_\_\_  
Preferred method of contact ( ) Work ( ) Residence

**Please list boards and committees that you serve on, or have served on** (business, community, political, professional, recreational, social, sport, club, etc).

Organization Role/Title Dates of Service

**Education/Training/Certificates**

**Optional** – Have you received any awards or honors that you'd like to mention?

**How do you feel Ontario Volleyball would benefit from your involvement on the Board?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills, Experience and Interests** (Please put an X beside or circle all that apply)

Finance, Accounting \_\_\_\_\_ Education, Instruction \_\_\_\_\_ Personnel, Human Resources \_\_\_\_\_

Special Events \_\_\_\_\_ Administration, Management \_\_\_\_\_ Grant Writing \_\_\_\_\_

Nonprofit Experience \_\_\_\_\_ Fundraising \_\_\_\_\_ Community Service \_\_\_\_\_ Outreach, Advocacy \_\_\_\_\_

Policy Development \_\_\_\_\_ Program Evaluation \_\_\_\_\_ Other \_\_\_\_\_

Public Relations or Communications \_\_\_\_\_ Other \_\_\_\_\_

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of Ontario Volleyball

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please tell us anything else you'd like to share that will help us in making a decision about your candidacy.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please include the names and contact information of three (3) References**

## Appendix A: Director Eligibility

Eligibility to be a Director of the Ontario Volleyball Association is governed by Articles 4.3, 4.4, and 4.11 of the OVA by-laws, excerpted below.

4.3 Eligibility - General – Subject to Section 4.4, any individual is eligible for election or appointment as a Director if that individual:

- (a) is eighteen (18) years of age or older;
- (b) has not, under Ontario law, been found to be incapable of managing property;
- (c) has not been found to be incapable by a Canadian court;
- (d) is not a bankrupt;
- (e) is not disqualified in accordance with the Service Limits provision in Section 4.11; and
- (f) is a Member of the Association in good standing except for the following:
  - (i) an employee of the Association;
  - (ii) an employee of any volleyball club;
  - (iii) an officer of any volleyball club; or
  - (iv) a candidate for a position on, or a member or officer of, the governing body of a provincial or national sport organization.

4.4 Exceptions - Eligibility – Clauses 4.3(f)(iii) and 4.3(f)(iv) do not apply to any nominee for the positions of Athletes' Representative or Director, Regional Engagement.

### 4.11 Service Limits

- (a) No director may serve on the Board for more than (9) years, subject to the limitation in (b).
- (b) No director may serve in the positions of either President or Vice-President Administration / Secretary for a combined period exceeding (6) years.
- (c) An individual will be disqualified from candidacy for an election in any of the following circumstances.
  - (i) The individual has reached the service limit in (a).
  - (ii) The individual has served a combined total of four (4) or more years in the positions of either President or Vice-President Administration / Secretary, and is seeking election to either of those positions.
  - (iii) The individual has served seven (7) or more years and seeks election to a position with a term length longer than two (2) years.
- (d) For the purpose of determining an individual's total service for (a)-(c), the sum of all terms served shall be rounded to the nearest complete year.

For the complete Ontario Volleyball By-Laws, see [OVA By-Laws](#)

## Appendix B: OVA Board Structure

### Governing Style

The board will approach its task with a focus that emphasizes outward vision rather than an internal preoccupation, encouragement of diversity in viewpoints, strategic leadership more than administrative detail, clear distinction of board and staff roles through clearly developed job descriptions and proactively rather than reactivity. In the context of this governing style, the board will:

- Govern with excellence through discipline of members and the Board collectively. Discipline shall apply to attendance, respect for clarified roles, speaking with one voice to management and the public, and avoiding any tendency to stray from the governance structure, style, and processes adopted in these board policies (including attendance, dismissal, etc.)
- Account to its stakeholders and the general public by accomplishing its objectives and obligations as an organization, in a competent, conscientious, and effective manner. It will allow no officer, individual, or committee of the board to usurp this role or hinder this commitment.
- Monitor and regularly discuss the board's own processes and performance, seeking to ensure the continuity of its governance functions by selection of capable directors, orientation and training, and through yearly performance evaluations of Board members and membership surveys on board performance conducted every two years.
- Take a proactive as opposed to reactive approach to policy development. The board should not merely react to initiatives nor abdicate its policy development responsibility to staff, or others.

### Board's Responsibilities

To advise, govern, oversee policy and direction, and provide strategic leadership and general promotion of Ontario Volleyball 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 that performance occurs. The board's specific contributions are unique to its trusteeship role and necessary for proper governance and management.

Members of the board share the responsibilities described below while acting in the interest of Ontario Volleyball. Each member is expected to make recommendations on how to accomplish these tasks based on his or her experience and vantage point in the community. To perform its job, the board shall, collectively:

- Determine the mission, values, strategies, and major goals/outcomes in conjunction with the Executive Director, and hold the Executive Director accountable for developing a strategic plan based on these policy directions.
- Incorporate into, and model good governance practices and ethical standards in, daily activities.

- Select, fairly compensate, nurture, evaluate annually, and, if necessary, terminate an Executive Director, who functions as the board's sole agent.
- Determine the parameters within which the Executive Director is expected to achieve the goals/outcomes. Establish yearly performance goals in conjunction with the Executive Director. Conduct a performance evaluation of the Executive Director on an annual basis.
- Ensure that staff performance reviews and staff development are undertaken through defining the role and responsibilities of the Executive Director
- Monitor the performance of the organization relative to the achievement of the goals/outcomes within the executive parameters as described in Part 5.
- Ensure financial solvency and integrity through policies and behavior by requiring periodic financial and other external audits to ensure compliance with the law and with good practices.
- Manage risk through awareness of legal obligations and commitment to quality and safety. Ensure compliance with policies, laws and regulations
- Specify the delegation of the Chair, Executive Director and the Board and clearly identify Board and Management responsibilities
- Evaluate and constantly improve the board's performance as the governing board, and set expectations for board members' involvement as volunteers.
- Maintain and constantly improve all ongoing policies of the board
- Develop board member job descriptions and committee chair job descriptions and review, update and/or modify as required, on a regular basis. Each job description should include responsibility for outreach and for promotion of the organization.

### **Expectations of Board Members**

Board members are expected to:

- a. Attend and participate in all Board and assigned Committee 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 and to understand and relate to stakeholders
- d. Understand Ontario Volleyball's finances, budget, financial and human resource needs
- e. Bring forward community concerns that can be addressed by Ontario Volleyball's mission, strategic plan, objectives and programs
- f. Participate on a committee of the board and/or serve on a working group if appropriate
- g. Communicate and promote Ontario Volleyball's mission and programs to the community
- h. Understand the policies and procedures of Ontario Volleyball
- i. Identify and agree to accountability measures that are established to ensure integration of strategy through the Board; processes should be consistent, performance should be monitored, and procedures should be transparent

Board members may not hold any official position within the Association or Volleyball 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”<sup>1</sup>.

## Board Job Descriptions

The **President** will be responsible for the general supervision of the affairs and operations of the Association, will chair the Annual and General Meetings of the Association and at meetings of the Board, will be the official spokesperson of the Association, and will perform such other duties as may from time to time be established by the Board.

Candidates for President should possess some or all of the following characteristics:

- Commitment to the Association, and strong knowledge of the OVA’s governance and operational issues
- Strong managerial and leadership skills
- Ability to commit the required time
- Excellent interpersonal skills

The **Vice-President Admin/Secretary** will be responsible for ensuring that the Association meets all legal requirements for record keeping by ensuring that all official documents and records of the Association are properly kept, ensure records of minutes of all meetings of Members, Board of Directors and Committees of the Association are properly kept and will perform such other duties as may from time to time be established by the Board.

This position requires the following:

- Attention to detail
- Strong written and verbal communication skills
- Knowledge of the Association’s by-Laws

The **Director, Regional Engagement** will ensure integration of and collaboration with regions and lead the Regional Council. The Director, Regional Engagement is bound by a fiduciary duty to make decisions and to act in the best interests of the Association, and must not engage in transactions or conduct that creates a conflict between their duty to act in the best interests of the Association and the interests of the members of the Regional Council.

**Directors-at-Large** will assist with the strategic leadership of the Association. They will be engaged by the Executive Committee or other members of the Board to assist with strategic initiatives, and may be tasked with some of the following responsibilities:

- Representing and promoting the OVA at events
- Engaging with provincial, municipal or district levels of government
- Serve on committees of the Board
- Collaborate and communicate with other Directors

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<sup>1</sup> Lo, B., and Field, M.J. *Conflict of Interest in Medical Research, Education, and Practice* 2009



The **Athletes' Representative** will, through leadership of the Athletes' Council, represent and promote the views and interests of the OVA's athletes to the Board, and manage all issues that directly or indirectly affect athletes.

Key duties of the Athletes' Representative include

- Advocating for the needs of athletes in the development of OVA policies and programs;
- Providing input prior to approval on key documents / policies / topics directly affecting athletes;
- Soliciting and presenting athletes' views and positions to any relevant decision-making body on issues identified by the athletes as affecting athlete health, safety, and performance;
- Representing OVA athlete interests at meetings and events;
- Contributing content to OVA communications; and
- Building leadership succession and skills within the OVA athlete community, with the support of the OVA.

The prospective Athletes' Representative would be eligible with the following criteria:

- A current or past volleyball athlete that participated for 2+ years in OVA competitions within the last 10 years.
- Must have the required time commitment available to fulfill the Board and Athlete Council responsibilities

Desirable attributes and characteristics would include:

- Passionate about supporting athletes on and off the field of play
- Ability to be objective when bringing athlete feedback to the organization's leadership, separating themselves from their personal viewpoint for the betterment of their entire athlete community
- Excellent time management and commitment to following up on items in a timely fashion
- Trustworthy and respected, with the ability to maintain confidentiality about sensitive matters
- Knowledgeable about your organization's policies\*, especially those that affect athletes and keeping up to date with current issues

\*Please note that it is not expected that a new Athletes' Representative understands these in their entirety upon entering the role. Developing an understanding and knowledge of an organization's governance and policies is extremely important and can be learned once in the role.