



**CSHFM NOMINATION COMMITTEE**

**POLICIES AND PROCEDURES**

**I. SCOPE**

1. The Nomination Committee is a sub-committee of the CSHFM Board of Directors (“CSHFM Board”) and in carrying all its activities shall respect the CSHFM Bylaw and the Nomination Committee Terms of Reference in effect at any given time.
2. The Nomination Committee is established as a committee of, and reports to, the CSHFM Board.
3. The Nomination Committee will exercise its authority in accordance with the CSHFM Bylaws and such additional provisions as are set out in the Nomination Committee Terms of Reference.

**II. QUALIFICATIONS AND CORE COMPETENCIES OF ELECTED CSHFM DIRECTORS**

1. The CSHFM Bylaw describes the composition and mandate of the CSHFM Board and the minimum qualifications to serve as a Director. To be eligible to hold office as a Director, an individual nominated under the authority of the Nomination Committee must meet the requirements of the Not-for-Profit Corporations Act (“Act”), must satisfy any further basic qualification requirements and core competencies as set out below and must complete a Candidate Qualification Form – Appendix “A”.
2. CSHFM Directors shall fulfill all requirements of the Act and shall be a resident of Canada and of legal age.
3. CSHFM Directors commit themselves to ethical, businesslike and lawful conduct, including proper use of authority and decorum when acting as CSHFM Board members.
4. Directors must be able to represent unconflicted loyalty to the interests of all CSHFM members. This accountability supersedes any personal interests or conflicting loyalty such as to advocacy or interest groups, and membership on other Boards.
5. CSHFM Directors will be recruited based upon their demonstrated ability to contribute significantly to the leadership of CSHFM and to fulfill their statutory fiduciary responsibilities.
6. In addition to seeking out Directors from all genders and races and to seeking out regional representation, the core competencies that ideally will be reflected in the CSHFM Board as a whole are:
  - i. Ski and snowsports background and knowledge as an athlete, coach, official, administrator or volunteer leader.
  - ii. Knowledge of strategic and business plan.



- iii. Human resources management expertise.
- iv. Legal and risk management expertise.
- v. Financial management expertise.
- vi. Fundraising expertise.
- vii. Business and /or corporate experience.
- viii. Demonstrated leadership skills in the not-for-profit sector or other endeavors.

### **III. ELECTION PROCEDURES**

1. All candidates for election as a Director will complete and submit a Candidate Qualification Form at Appendix A.
2. The Nomination Committee will meet to review (based non exhaustively on the criteria at paragraph II.6 any received nomination at least 20 days before a scheduled Meeting of Members to vote on any nomination (s).
3. The election of Directors at the Annual General Meeting, or at any other time when a Meeting of Members is called for the purposes of an election of a Director, will be as set out in the CSHFM Bylaws. The Nomination Committee will oversee these election procedures.
4. Where any Director is to be elected at any Meeting of Members:
  - a. The nominee Director shall be present at that meeting; or
  - b. If the nominee will not be present, at least 2 days prior to the Meeting of Members the nominee shall forward to the CSHFM Secretary both a notification of the absence and a written acceptance of the nomination.
  - c. Failure to fulfill the requirements above shall render a nomination null and void.
5. Any nomination received by the Nomination Committee shall only be valid and effective for the year in which the nomination is made.



**Appendix A  
CANADIAN SKI HALL OF FAME & MUSEUM  
CANDIDATE QUALIFICATION AND APPLICATION FORM**

This form is to be completed by any person nominated for election as a Director of Canadian Ski Hall of Fame and Museum (CSHFM). To be eligible for nomination, a person must:

- Be of legal age.
- Be a resident of Canada.
- Be a member in good standing of CSHFM.
- Be willing to accept the nomination if successfully elected.
- Have the endorsement of the Nomination Committee.

Name of Candidate:

Address:

Phone Number:

Email Address:

Please provide by way of an attached document, a brief summary (considering but not limited to the bullets below) which specifically addresses your attributes as a potential Director in any of the following areas of knowledge and/or expertise:

- a. overall experience in and association with ski and snowsports represented by the CSHFM.
- b. knowledge and/or experience in strategic and/or business planning.
- c. business or corporate enterprise experience (e.g.: Legal, Risk, HR, Finance, Fundraising, Social Media, etc.).
- d. demonstrated leadership skills in the not-for-profit sector.
- e. any museal or hall of fame related experience.
- f. other particular areas of interest.

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**Candidate Endorsement**

The Nomination Committee hereby endorses \_\_\_\_\_ as a candidate for election as a Director of CSHFM.

\_\_\_\_\_  
Chair of Nomination Committee (Name)

\_\_\_\_\_  
Signature

Date: