

Dear Affiliate designate,

British Columbia equestrian or equine associations or provincial branches of national equestrian or equine associations; which has met the criteria prescribed by the board; which have applied for and been accepted by the Executive as an Affiliate, are entitled to elect/designate an Affiliate Director to the Horse Council BC Board of Directors.

As the affiliate's designate please complete Affiliate Director Form below and return it either with the Affiliate Membership application or separately to [membership@hcbc.ca](mailto:membership@hcbc.ca).

Directors need to be dedicated individuals with the dynamic and relevant skills to take on a leadership role in the governance of the organization. Directors will have the opportunity to help HCBC effectively deliver on the mission and vision of the organization.

**Mission:** Horse Council British Columbia is a member service organization that collaborates with business, industry and government on behalf of equine welfare, sports, recreation and the individual rider/driver.

**Vision:** Horse Council BC strives to represent ALL horse people in BC regardless of discipline, breed orientation, or sport. We endeavor to be an association that anyone active in the horse sector is proud to be a part of. We are accessible to all our members and communicate with them on both a professional and personal level. We ensure that we set an example for all other associations to follow.

Please review the Affiliate Directors Roles and Responsibilities and complete the forms below. If you have questions please contact the office at the numbers listed below.

Sincerely,



Lisa Laycock  
Executive Director, Horse Council BC



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## AFFILIATE DIRECTOR ROLES AND RESPONSIBILITIES

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**POSITION:** AFFILIATE DIRECTOR

**ACCOUNTABLE TO:** The President and the Board of Directors

**FUNCTION:** To bring the perspective of their sector and strengthen the HCBC connection with members in the Affiliate

Directors have fiduciary duty to act in the best interests of the society and with a view to its purposes. These come from common law and statute. Fiduciary duties include a duty of care and a duty of loyalty to the organization.

Affiliate Directors are elected/designated annually by their provincial affiliate organization to represent their Affiliate members.

### QUALIFICATIONS & REQUIREMENTS

- HCBC voting member in good standing
- Ability to collaborate on committee work
- Knowledge of and commitment to the mission, vision, purpose and programs of HCBC
- Ability to meet deadlines
- Strong communication skills
- Access to email or other current technology of the day for communication and meetings
- Some travel required

### TIME COMMITMENTS

- Bi-annual Board of Director meetings including preparation and submission of reports
- Ability to commit volunteer time of a minimum of five hours per month
- Board Committee meetings and work where applicable

### DUTIES & RESPONSIBILITIES:

#### Affiliate Directors

- Represent and promote HCBC within your affiliate or sector to existing and prospective members.
- Keep Executive Director of HCBC apprised of relevant issues or concerns within the sector
- Strengthen the HCBC connection with members in the sector
- Where possible maintain current knowledge of programs/activities and projects
- When applicable work with HCBC to promote/organize participation in BC Summer Games, BC 55+ Games, and all HCBC programs.
- May be asked by HCBC operations to assist and/or represent HCBC at events.
- Serve as an advocate and act in the best interest of HCBC
- Maintain the confidentiality of any information given to the Board of Directors



- Work within the policy framework established by the Board of Directors
- Be accessible to members, staff and directors as needed
- Willingness to sit on committees of the Board
- Write brief Affiliate reports for meetings
- Fulfill commitments within the agreed upon deadlines
- Collaborate and communicate with other Directors acting in the best interest of the organization and its members

### **Welfare and Emergency Response**

- Be familiar with HCBC Policy around responding to concerns regarding welfare of equines.
- Be familiar with HCBC capacity to respond to crises such as: Drought (hay shortage), Fire, Flood or any other situation possibly requiring evacuation.
- HCBC Media responses to Equestrian issues are handled by HCBC operations.



## Affiliate Director Form

All Affiliate Directors must be current Horse Council BC senior/adult members in good standing as of the date of application; and

Submit the completed Affiliate Director form including consent to act as a director (section below) by the January 31 deadline. Affiliate Membership cannot be approved until a completed affiliate director form is received and approved as part of the Affiliate application.

**Please submitted to:** [membership@hcbc.ca](mailto:membership@hcbc.ca)

All Directors names and contact information may be published on the HCBC website at [www.hcbc.ca](http://www.hcbc.ca) or in the E-news or other materials. By submitting this Affiliate Director Form you consent to allowing this information to be published and if you become a Director agree to adhere to the Code of Conduct and other policies and procedure and screening requirements of Horse Council BC.

Affiliate Member (organization): \_\_\_\_\_

Affiliate designate to the HCBC Board of Directors:

Name: \_\_\_\_\_ HCBC# \_\_\_\_\_

Address of designate: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_



## CONSENT TO ACT AS DIRECTOR

To: *HORSE COUNCIL OF BRITISH COLUMBIA* (the "Society")

I hereby consent to act as a director of *HORSE COUNCIL OF BRITISH COLUMBIA*. My consent will continue to be effective until I resign as a director, my term of office has expired or I revoke my consent. I certify that I am not disqualified from acting as a director under s. 44 of the *Societies Act* (British Columbia).

Date:

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[director/nominee name]

Prescribed Address\*:

Delivery:

Mailing: same or

\*Prescribed address is the "office" or place where an individual can usually be served during the hours of 9 a.m. to 4 p.m. on business days, or it is the individual's residential address. Delivery must be a physical address, while mailing may include or be a PO Box.

## SOCIETIES ACT (BRITISH COLUMBIA)

### Persons qualified to be directors

44 (1) A person is qualified to be a director of a society only if the person is an individual who is at least 18 years of age.

(2) Despite subsection (1), an individual who is 16 or 17 years of age is qualified to be a director of a society if provided for in the regulations.

(3) Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is

(a) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,

(b) an undischarged bankrupt, or

(c) convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless

(i) the court orders otherwise,

(ii) 5 years have elapsed since the last to occur of

(A) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,

(B) the imposition of a fine,

(C) the conclusion of the term of any imprisonment, and

(D) the conclusion of the term of any probation imposed, or

(iii) a pardon was granted or issued, or a record suspension was ordered, under the *Criminal Records Act* (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.

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Office Use Only:

Date and time received:

Complete:

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