



REGIONAL DIRECTOR NOMINATION PACKAGE Process and Nomination Form

October 02, 2019

Horse Council BC (HCBC), in accordance with the organization's by-laws, is seeking candidates for one position for each of 6 HCBC Regions each for two year terms. We are pleased to provide this nomination package that outlines the expectations of Directors of Horse Council BC together with their role and responsibilities.

Nominations and elections for regional directors are being held for:

- the East Kootenays, Thompson Shuswap, Peace River, Vancouver Island North, Vancouver Sunshine Coast and Fraser Valley East Regions electing representatives for a two year term. [Regional Map](#)

IMPORTANT NOTE: Nominations close at 4:00 PM, Wednesday, October 2, 2019.

Prospective candidates interesting in serving on the Board of Directors are encouraged to review the Roles & Responsibilities, eligibility information, timelines, instructions and submit a completed the Nomination Form by the deadline.

Ideal candidates include 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.

NOMINATION CRITERIA

All Directors represent and are accountable to the membership and are responsible for governing and overseeing the strategic direction of Horse Council BC. The effectiveness of HCBC is directly dependent on the leadership and enthusiasm of the Board of Directors.

Horse Council BC, urges you to consider the following desirable qualities, some or all of which strong candidates should possess:

- Awareness and understanding of the role of HCBC and a desire to support it.
- Awareness and involvement in the horse community in British Columbia.
- Previous leadership or board experience.
- Understanding of the Director's position and responsibilities.
- Understanding management reports, and risk management.
- Ability to read and understand financial statements
- Well-developed faculty for critical analysis.
- High ethical standards and integrity in professional and personal dealings.
- Ability to work as a team member.
- Ability to chair and/or commit time to committees, workshops and events

In addition, nominees must be HCBC members in good standing as of the date of record and must be supported by two HCBC members in good standing.

If you have any questions about the process and/or associated information, please contact the HCBC office at (1-800-345-8055 ext. 1008) or email: administration@hcbc.ca.

Important Dates	
The timelines for application are as follows:	
<i>Date</i>	<i>Details</i>
September 30, 2019	Date of Record for the election
October 2, 2019	Call for Nominations is issued
October 23, 2019	Nomination documents to be sent to: nomination@hcbc.ca by 4:00 PM Pacific Time.
October 31, 2019	Voting Opens (if needed) using the electronic voting system
November 28, 2019	Voting closes at midnight Pacific Time

ABOUT HORSE COUNCIL BC

Horse Council BC concentrates on:

- Building a solid resource for members and public that collaborates with business, industry and government on behalf of equine welfare, sports, recreation and the individual rider/driver;
- being an advocate to the public and to all levels of government;
- communicating effectively with members, public and government;
- acting as a resource for preserving, extending and helping to ensuring access to trails and public lands is maintained;
- educating members and the public on best practices and safety;
- administering and developing programs for the benefit of membership;
- developing partnerships with stakeholders and other organizations to strengthen the industry;
- developing, promoting and maintaining a HCBC competition system from grassroots to provincial levels.

OUR VISION

“A British Columbia where quality opportunities to participate in equestrian sport and recreation are available to ALL”

OUR MISSION

Horse Council BC is a member service organization that collaborates with business, industry and government on behalf of the equine and equestrian community to enhance the equine lifestyle in this Province.

OUR VALUES

Fairness: We are committed to the value of fairness in all our undertakings. We promote “playing by the rules”, open-mindedness, listening to others and treating people with respect. We believe fun and enjoyment should be at the heart of recreation and sport.

Science-based Education: We believe in science-based education as the means to improve practices related to safety, equine welfare and performance.

Respect: We expect from ourselves and others that all members, staff and volunteers will be treated with respect.

Responsibility and Accountability: We value the rights of equines and equestrians and the responsibilities that come with those rights. We provide responsible, accountable service and are committed to be a knowledgeable voice for our community.

Inclusivity and Diversity: We welcome everybody and value a participant base that is reflective of our diverse community in BC. We recognize the need to be proactive in achieving this.

OUR STRATEGIC PRIORITIES

1. Engage and Strengthen HCBC Membership

Through communication and engagement with our members and the larger community demonstrate the value of Horse Council BC and retain and attract members.

2. Represent Equestrian Interests

Educate and advocate on behalf of all equestrians to promote equine health and welfare and ensure their continued right to engage in a wide range of equine activities.

3. Education and Sport Development

Through a variety of educational platforms and pathways, enhance both science-based education and sport development.

4. Operational Excellence

Promote operational efficiency through innovation and technology; ensuring quality service to members, effective communication, maintaining financial stability and increasing environmental sustainability.

GOVERNANCE

Horse Council BC operates according to its Bylaws. The governance is vested in a volunteer Board of Directors consisting of a minimum of 20 and a maximum of 40 individuals. The structure includes the following:

- A minimum of five and a maximum of nine Officers comprise the Executive Committee. Between four and eight Officers are elected by the Directors from the membership to act as the Officers of the Society plus a President elected from the Board.
- One director from each of the 12 Regions of the Province, elected by the Members of the Region for a two-year term.
- One director elected or appointed annually by each Affiliate as per criteria established by the Board of Directors. Affiliate organizations have provincial or national scope and members located in wide geographic area of the province.
- A maximum of four directors-at-large may be elected from the general membership for a two year term.

POSITION: **REGIONAL DIRECTOR**

ACCOUNTABLE TO: The President and the Board of Directors

FUNCTION: To grow the HCBC membership and strengthen the HCBC connection with members in the Region

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.

“**Regions**” mean geographic areas of the Province whose boundaries are established by the Board of Directors and which may be altered by the Board of Directors from time to time.

[For a Map showing Regions and List of communities by Region click here](#)

The Regional structure starts with voting members residing within a designated Region. The voting members residing in each Region are entitled to elect one representative for a two year term to the Horse Council Board of Directors.

The Regions are not legal entities unto themselves. The ultimate financial and legal responsibility for all activities conducted in the name of Horse Council rests with the Directors.

Funding for Regions, which is held by Horse Council BC, comes primarily from the Regions’ portion of the annual membership dues, which is determined by Board resolution. Additional funds may be available through other grant programs and through unique equestrian activities organized specifically to benefit the Region. Please refer to HCBC Finance Policy and Grant Funding Procedure Guidelines.

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:

Regional Directors

- Represent and promote HCBC within your Region to existing and prospective members and clubs and to the equine community at large.
- Keep Executive Director of HCBC apprised of relevant issues or concerns within the Region
- Strengthen the HCBC connection with members in the Region
- Participate or liaise with provincial, municipal or district levels of government and committees in your Region. Encourage members to populate local committees in order to encourage awareness and respect for equine related issues and concerns
- Where possible maintain current knowledge of programs/activities and projects
- 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 within their Region.
- Comply with policy and procedure for distribution of grant funding
- 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 Regional reports for meetings
- Fulfill commitments within the agreed upon deadlines
- Collaborate and communicate with other Regional Directors and Affiliates

Welfare and Emergency Response

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

Applications must include the following pages.

Regional Director Nomination Form

Nominee

I, _____ a Horse Council BC member. HCBC number _____ in good standing for a minimum of two consecutive years, and having read and understood the requirements of the position of Director, agree to them and accept this nomination.

Signed by _____

Nominator 1

I, (print name) _____ a Horse Council BC member. HCBC Number _____

in good standing for a minimum of two consecutive years, hereby nominate: _____

to the Regional Director Position for Horse Council BC.

Signed by _____ Print name _____

Nominator 2

I, (print name) _____ a Horse Council BC member. HCBC Number _____

in good standing for a minimum of two consecutive years, hereby nominate: _____

to the Regional Director Position for Horse Council BC.

Signed by _____ Print name _____

DATE _____

Each nomination must be signed by the Nominee, two nominators. All of which must be current Horse Council BC adult or lifetime members in good standing as of September 30, 2019.

Region: (nominees please select the Region in which you reside) [Find your Region here](#)

Van Island North

East Kootenays

Vancouver & Sunshine Coast

Peace River

Fraser Valley East

Thompson/Shuswap

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: _____

[director/nominee name]

[director/nominee signature]

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.

CODE OF CONDUCT POLICY

Preamble

We believe:

That it is the right and responsibility of Horse Council BC to set standards in matters of ethics, sportsmanship and the welfare of the equine and in all matters under its jurisdiction.

That it is desirable to define ethical practices, to delineate unethical practices, to encourage good sportsmanship, fair play and high ethical behavior and to warn, censure, or bring to public attention and discipline those who commit acts detrimental to the best interests of the organization.

That Board members should observe the spirit as well as the letter of this Code of Conduct.

That serving on the Board is a privilege, not a right and that such a position may be suspended, terminated or rejected following appropriate procedures. In particular, Board members who miss 3 consecutive meetings without cause, or who are inactive in promoting Horse Council between Board meetings may be asked to resign by majority vote of the Board.

Board members are expected to:

- Be trustworthy, exhibit honesty, loyalty and discretion in all equestrian related activities.
- Issue public statements only in an objective and truthful manner.
- Keep confidential information confidential
- Uphold issues of safety and fairness in all aspects of equestrian sport.
- Conduct themselves in a manner which reflects the values and ethics of Horse Council BC.
- Represent their skills and abilities fairly and accurately
- Never engage in any form of harassment, discrimination, inequitable or disrespectful treatment of any individual
- Develop and advocate policies and procedures that foster fair, consistent and equitable treatment for all
- Adhere to HCBC confidentiality and conflict of interest policy and guidelines.
- Be responsible for the commitments they make to and on behalf of Horse Council BC
Communicate promptly when they are unable to follow through on their commitments

CONFLICT OF INTEREST POLICY

A conflict of interest occurs when a Board Member derives or appears to derive a personal benefit or financial gain as a result of, or in connection with, their role as a Member of the Board. A personal gain has occurred if the benefit falls to the Member or someone in the Member's immediate family.

Voting Board Members must endeavor to keep all personal employment activities separate and distinct from Board responsibilities in order to prevent the appearance of a conflict of interest.

In addition, no one may be a voting member of the Board and a paid member of the staff of HCBC at the same time.

As soon as a Member identifies a potential conflict of interest s/he will disclose it to the Executive Committee of the Board where the status will be determined by unanimous vote. If the Executive Committee vote is not unanimous, the full Board must make the determination.

If a conflict of interest exists then, during any consideration of the matter by the Board, the Member must:

- 1. Abstain from participation in discussion or voting on the matter;
- 2. Refrain from influencing the voting in any way, either before or during the meeting; and

The minutes of the Board will record the existence of a conflict of interest and the actions taken in respect of above-noted points 1 and 2.

The Board may request the resignation of any Member who fails to disclose a conflict of interest.

CONFIDENTIALITY POLICY

Whereas Horse Council of BC is responsible for protecting the confidentiality of certain information and whereas, from time to time Board members may be privileged to hear or read confidential information.

Be it resolved that all such information is to be treated with the utmost discretion, and is not to be discussed outside of the Board. A board member who fails to uphold this policy may be asked to resign.

I have read, understand to the Code of Conduct, Conflict of Interest and Confidentiality Policies

[director/nominee name] *[director/nominee signature]* *[date]*

Please include a short biography (approx. 500 words) for publication describing your experience and interests. This information may be published for the public and membership to view.

Office Use Only: Date and time received:

Complete: RO: