

# Sask Sport Inc. Board of Directors NOMINATION FORM

\_\_\_\_\_ recognizing the conditions and responsibilities hereby agree to let my name stand for nomination to the Board of Directors of Sask Sport Inc.

**NAME OF NOMINEE:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE:(O) \_\_\_\_\_ (H) \_\_\_\_\_ FAX: \_\_\_\_\_

**NOMINATOR/MEMBER ORGANIZATION:** \_\_\_\_\_

DELEGATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE:(O) \_\_\_\_\_ (H) \_\_\_\_\_ FAX: \_\_\_\_\_

## **General Information for Potential Sask Sport Inc. Board Members**

- **Eligibility:** All employees of Sask Sport Inc., SaskCulture, Saskatchewan Parks and Recreation Association, their associated partners and subsidiaries and any person who receives the majority of his/her income from an organization that is eligible to receive direct or indirect funding from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and whose work involves providing services and/or programs in sport, culture and recreation, shall not be eligible for election to the Board of Directors of Sask Sport Inc. (Bylaw 3.3.1)
- **Board/Committee Meetings:** There are six (6) Board meetings and additional Committee meetings during the year.
- **Conflict of Interest Policy (excerpt):** All directors of Sask Sport Inc. are expected to arrange their private affairs in a manner that will prevent both a conflict of interest and an appearance of a conflict of interest. Directors should not place themselves in a position of obligation to any person who could gain any special treatment from Sask Sport Inc.  
  
Directors should not have a monetary or other interest that could conflict or appear to conflict in any manner with the discharge of their duties and responsibilities as a director of Sask Sport Inc.

*(Copies of the Bylaws and the Board of Directors Policies and Procedures Manual are available from Sask Sport Inc.)*

- **Please send a brief biography and photograph of the nominee**

DATE: \_\_\_\_\_

## **SIGNATURES:**

NOMINEE: \_\_\_\_\_

MEMBER ORGANIZATION PRESIDENT/DELEGATE: \_\_\_\_\_

## **BIOGRAPHICAL INFORMATION**

- **Please send a photograph of the nominee.**
- This information will be posted for delegates:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE: (O) \_\_\_\_\_ (H) \_\_\_\_\_ FAX: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

**Please provide a brief description of your skills and experience that would make you a valuable member of the Sask Sport Board of Directors.**

### **OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Date Sent to Nominations Committee: \_\_\_\_\_

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## **Sask Sport Inc.**

### **Board of Directors - Nominee Information**

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- Term:** Board of Directors are elected to Sask Sport Inc. for a 3 year term, and also serve as the Board of Directors of the Give Kids a Chance Charity Inc. for a 3 year term.
- Meetings:** Approximately 6 Board meetings are held per year (on a weekday - starting at 4:30 p.m.).
- Committees:** Usually appointed to 2 or 3 committees and/or subcommittees which meet approximately 3 to 6 times per year.

**Board of Directors**

- Audit Committee
- Nominations Committee

**Saskatchewan  
Lotteries**

- Lottery Committee
- Fund Development Committee

**Saskatchewan Lotteries  
Trust Fund for Sport,  
Culture and Recreation**

- Trust Committee
- Community Funding Committee

**Sport Federation  
Services**

- Sport Committee
- Sport Funding Committee
- Future Best & Awards Committee
- Canadian Sport Center Saskatchewan
- Indigenous Sport Leadership Council
- Adaptive Sport

**Give Kids a Chance Charity Inc.**

- Provincial KidSport Committee

**Administration Centre**

- Administration Centre Advisory Committee

Sask Sport representatives are also appointed to other committees within the sport community such as:

- Saskatchewan Games Council

**Administrative Support:**

Board members are provided with a **Board Orientation** and **Resource Manual** of information detailing the various divisions and operations of the corporation. Staff members provide Board and Committees with administrative support such as the drafting of agendas, reports and speeches; coordination of meeting times, dates, and locations; preparation of financial statements; taking of minutes, etc.

Miscellaneous:

Board members represent Sask Sport and Saskatchewan Lotteries at various events, functions, etc. They are reimbursed for their expenses in accordance with the Corporation's policies.

The Directors collectively represent the membership of Sask Sport Inc. and the interests of its associated entities, and are charged with the responsibility of exercising visionary leadership; establishing values and goals, setting policies and procedures; supporting the employees and volunteers of the corporation and respecting them as partners in advancing the mission of Sask Sport Inc. and its associated entities.

**The Director shall:**

- a) Help frame the values, vision, and mission of the corporation;
- b) Help to identify the priority needs of the members and the resources required to achieve them;
- c) Assist in formulation and establishing strategic plans, goals, and the annual budget;
- d) Adopt programs to carry out the mission and goals;
- e) Monitor the execution of the policies of the board, and the goals and programs of the corporation;
- f) Be positive in communicating Board decisions to members, staff and the public;
- g) Promote the programs and services of the corporation to members, prospective members, and the public and other stakeholders;
- h) Comply with the by-laws and policies of the corporation and ensure compliance by others;
- i) Prepare for and attend meetings of the Board in their entirety;
- j) Review and understand the corporation's Board briefing documents and minutes, policy manuals, official publications, and related orientation resource;
- k) Support the programs of the corporation;
- l) Measure the performance of fellow volunteers and the Chief Executive Officer based upon the approved goals and priority actions of the board;
- m) Evaluate and follow up on actions taken at meetings of the board;
- n) Fulfill any assignments as committee member, board liaison, corporation representative, or other duties as mutually agreed.