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2020 CQHA Director Application and Acceptance Package

2020 Paquet d'application pour le rôle de directeur de l'ACQH et d'acceptation



Guidelines and Procedure for Election of Directors for the CQHA Board of Directors

Introduction

The role of a Board of Director member: the role of the CQHA Board of Directors (BOD) is to help foster the sustainability and development of the association. Directors provide strategic direction and oversight to fulfill its mandate. The responsibilities of a CQHA director include but are not limited to:

- Providing strategic direction and oversight
- Helping develop and implement policies that support the Quarter Horse industry in Canada and internationally
- Review the new director's orientation package and sign off on the Memorandum of Understanding and potential conflict of interest documents
- Attend and participate in BoD meetings held by teleconference and the Annual General Meeting held in Canada
- Participate in committee work and associated conference calls.
- Review and approve CQHA's annual business plan and annual budget

CQHA directors are required to attend board of director meetings and are expected to serve on at least one committee. Most years there are 4 to 6 board meetings of 2 to 3 hours in length. Directors are volunteers and are NOT remunerated for their time, but may be reimbursed for pre-approved expenses.

The term of the Directors and the number of Directors to be elected: the term of each director will be 3 years unless the individual is elected to complete a term of a director that has resigned. The number of directors to be elected each year will equal one third (1/3) of the total

number of directors on the board (18). A director should be prepared to devote a minimum of 15 hours per month to board and committee activities

Desired skills and experience: The CQHA is seeking Canadians who have:

- A passion for the American Quarter Horse (mandatory)
- Experience in a relevant horse industry sector (mandatory)
- Previous board experience with solid understanding of board governance (desirable)
- Experience with financial planning and budgeting (desirable)

Qualifying Criteria to be eligible to become a director, an individual must:

- Be nominated by a member of the CQHA
- Complete the application form and consent to be a nominee, a candidate, and if elected, a director
- Be member in good standing of the CQHA and eligible to be an AQHA member and acquire said memberships, if not already a member
- Meet the membership eligibility criteria and sign a memorandum of understanding with the CQHA.
- Provide to the voting membership a brief biography including skills and experience, prior industry involvement, and motivation for seeking election.

Nominations Process

Individuals who are interested in serving as a director of the CQHA need to be nominated by a member of the CQHA and apply to the Nomination Committee by filling out the nomination/application form on the CQHA website.

The Nomination Committee (NC) is comprised of the immediate Past-President as chair, the current President and a minimum of one other director appointed by the BOD.

The general purpose of the NC on behalf of the CQHA is to:

1. Present a slate of qualified candidates for the election that numbers at a minimum equal to the number of vacant positions on the board
2. Ensure there is a rigorous nomination system

3. Ensure there is an election every year
4. Recruit qualified individuals to stand for election
5. Serve as scrutineers of the election

The following are the steps for nominating and selecting candidates for the election of directors through the nomination committee:

1. **Verify that the individual is qualified:** As per the qualifying criteria stated above, the CQHA is looking for individuals with specific skills and experience, who are members in good standing of the CQHA and eligible for membership in the AQHA.
2. **Complete the online nomination/application form:** applications and resumes will be accepted through our online application form from October 2, 2020 to October 23 days.
3. **Committee recruiting candidates:** Part of the mandate of the nominating committee is to actively recruit well qualified nominees to serve as candidates for the election as a director.
4. **Committee selects candidates:** The nomination committee will review each of the nominee and put forward all qualified nominees as candidates for election. Nominees may be contacted by the nomination committee with follow-up questions to help them make their decision. The final list of nomination committee candidates will be announced November 10.
5. **Complete your declaration form:** Once the candidates are selected by the nomination committee, they will be asked to complete a memorandum of understanding with the CQHA.

Important dates and deadlines:

Call for Nominations (Application period begins): October 2, 2020 (60 days prior to the AGM)

Application period: October 2, 2020 to October 23, 2020

Announcement of slate of Candidates: November 10, 2020 (14 days prior to AGM)

Voting: November 10 to 16

Announcement of newly elected Directors at AGM November 24, 2020.

Note: this document and the director candidate application form will be posted on the CQHA website and be linked to the website in a CQHA E-Newsletter soliciting nominations and applications for new Directors.

2020 CQHA Director Application and Acceptance Form

2020 Formulaire d'application pour le rôle de directeur de l'ACQH et d'acceptation

- Please read **Guidelines and Procedures for Election of Directors for CQHA Board of Directors on CQHA Website before completing this application form.**
- Consultez la directive et pour l'élection de Directeurs de l'ACQH disponible sur le site web de l'ACQH avant de compléter et soumettre le formulaire d'application.

APPLICATION INSTRUCTIONS:

- Must be received in the CQHA office on/before **October 23, 2020.**
- Type or print in blue or black ink, or complete electronically using Microsoft Word; may not be altered or amended; and must be four (4) pages only.
- Utilize the space(s) provided; additional attachments will not be provided to the Nominations Committee.
- Submit a photo with your application; photo will not be returned.
- Letters of recommendation should be sent directly to CQHA from the providing referee, individual, etc. and received prior to November 1, to be provided to the Nominations Committee CQHA.
- Unless otherwise indicated by applicant, application is submitted for Elected Director position created by a vacancy or new opening per Director allocation.

INSTRUCTIONS FORMULAIRE

D'APPLICATION:

- Doit être reçu au bureau de l'ACQH le **23 Octobre 2020.**
- Dactylographiez ou imprimez à l'encre bleue ou noire, ou remplissez électroniquement à l'aide de Microsoft Word; ne peuvent pas être modifiés ou modifiés; et doit être de quatre (4) pages seulement.
- Soumettez une photo avec votre demande; photo ne sera pas retourné.
- Les lettres de recommandation doivent être envoyées directement à l'ACQH par l'arbitre, la personne, etc. et reçues avant le 1er novembre, pour être remises au Comité des candidatures de l'ACQ.
- Sauf indication contraire du demandeur, la demande est présentée pour le poste d'administrateur élu créé par un poste vacant ou une nouvelle ouverture par affectation du directeur.

Any questions regarding the eligibility or requirements for becoming an CQHA Director should be directed to Dr Wayne Burwash Chair Nominations Committee telephone: (403) 807- 7022 or email: wburwash@burwash.ca

Toutes questions touchant a éligibilité des candidatures peuvent être dirigé a l'attention du Président de l'AQHA Dr. Gilles Seguin au téléphone 613-293-6176 ou par courriel : gilles@tendoentreprises.com

AQHA I.D. # (if you are presently a member of AQHA please provide your ID# Si vous êtes un membre de l'AQHA svp indique votre numéro de membre): _____

Are you a CQHA member? Êtes-vous un membre de l'ACQH? Yes _____ No _____

Name-Nom: _____

Address-Adresse: _____

City-Ville: _____ **Province:** _____ **Postal Code-Code Postal:** _____

Cell Phone-Cellulaire #: _____

Daytime Phone-Téléphone #: _____

Home Phone-Téléphone à la maison #: _____

Email Address- Courriel: _____

Fax #: _____

Occupation-Profession: _____

Current Employer-Employeur: _____

Number of American Quarter Horses in your or your business's name -Nombre de Quarter Horse que vous ou votre entreprise possède? _____

Number of American Quarter Horses in which you or your business is named as the breeder- Nombre de Quarter Horse dont vous êtes éleveur: _____

Your primary area(s) of interest-Vos intérêts principaux:

- Racing Showing
- Youth Recreational
- Riding
- Ranching
- Breeding
- Education Public Policy

List the AQHA or provincial/international Affiliate(s) or any association involving Quarter Horses you are or have been a member or officer of- Liste des associations impliquant des Quarter Horse que vous faites partie:

Affiliates or Associations		Years:	Role:
Affiliates or Associations		Years	Role:

What motivates you to seek a CQHA Directorship? – Indiquez ce qui vous motive pour devenir Directeur de l'ACQH? (Max 300 words-mots)

EQUINE/AGRICULTURE-RELATED ACTIVITIES Specify any equine/agriculture related clubs or activities in which you have participated, S.v.p. indiquer les activités et groupe (ferme ou équestre) que vous faites partie:

List any leadership roles you have held through your equine-related activities-Identifiez les rôles de leadership que vous avez exercés ce rattachant au monde équestre:

ACADEMIC INFORMATION Highest level of education completed - Information académique:

College/University you attended-Collège et université:

Years Attended – Années de fréquentation:

Major- Concentration:

List any leadership roles you have held through your non-equine related activities- Liste des rôles de leadership dans des activités ne se rattachant pas au milieu équestre:

What hobbies/civic involvement do you have other than those associated with horses? Passe-temps, engagements communautaires en plus des activités du monde équestre.