

## 2023 CQHA Director Application and Acceptance Package

*2023 Paquet d'application pour le rôle de directeur de l'ACQH et d'acceptation*



Nomination forms are Due:  
**11:59 pm EST November 1, 2023**  
Les formulaires de nomination sont dus:  
**11:59 pm EST 1 novembre, 2023**

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](mailto:wburwash@burwash.ca)

Les membres francophones qui ont des questions concernant l'admissibilité ou les exigences pour devenir administrateur de l'ACQH doivent s'adresser au Dr Gilles Seguin, président de l'ACQH, par téléphone au (613) 488-2300 ou par courriel à [gllsseguin@gmail.com](mailto:gllsseguin@gmail.com).

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

## **Introduction**

The role of the CQHA Board of Directors (BOD) is to foster the sustainability and development of the association. The responsibilities of a new CQHA director include but are not limited to:

- Providing strategic direction and oversight for the association
- Helping develop and implement policies that support the Quarter Horse industry in Canada and internationally
- Reviewing the new director's orientation package and signing off on the Memorandum of Understanding and potential conflict of interest documents
- Attending and participating in BOD meetings held by teleconference and the Annual General Meeting held in Canada virtually or in person.
- Participating in committee work and associated conference calls.
- Reviewing and approving 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 8 to 10 board meetings of 2 to 3 hours in length. A director should be prepared to devote a minimum of 15 hours per month to board and committee activities.

Directors are volunteers and are NOT remunerated for their time but are reimbursed for pre-approved expenses.

The term of each director elected will be 3 years unless the individual is elected to complete a term of a director that has resigned.

The CQHA bylaws state that the number of directors to be elected each year for a 3-year term will equal one third (1/3) of the total number of directors on the board, which currently is 18. Therefore there are six 3-year terms open and, because of resignations, this year there is also one 2-year term and one 1-year term up for election.

## **Desired skills and experience**

The CQHA is seeking Canadians who have:

- A passion for the American Quarter Horse (mandatory)
- Knowledge and experience in the horse industry (mandatory)
- Proficiency in the use of email, text messaging and internet navigation (mandatory)
- Previous board experience with solid understanding of board governance (desirable)
- Experience with financial planning and budgeting (desirable)
- Experience with marketing and promotion (desirable)
- Experience with use of social media platforms such as Facebook & Instagram (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 a member in good standing of the CQHA and become an AQHA members, 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 from all regions in Canada
5. Serve as scrutineers of the election

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

1. 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.
2. Receive completed online nomination/application forms electronically: Applications and resumes will be accepted through our online application form from **October 12 to November 1, 2023**.
3. Verify that the nominees/applicants are 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.
4. Selection of 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.
5. Completion of declaration form: Once the candidates are selected by the nomination committee, they will be asked to complete a memorandum of understanding with the CQHA.
6. Voting by the CQHA members: The final list of candidates will be announced 2 weeks prior to the Annual General Meeting and voting will take place electronically on a secret voting platform for 7 days, November 24 – 30.

**Important dates and deadlines:**

Call for Nominations: October 12, 2023

Application period: October 12 to November 1, 2023.

Announcement of slate of Candidates: November 24

Voting Period: Seven (7) day, November 24 - 30

Announcement of newly elected Directors at AGM – December 7, 2023

## CQHA/ ACQH Directors Application Form

*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 November 1, 2023.**

- Complete the Application form online through the cqha.ca website or download the PDF and complete electronically using an Adobe editing tool or Microsoft Word. Please note that this form may not be altered or amended.
- Submit a photo with your application; upload the photo with your online form or email to admin@cqha.ca.
- Letters of recommendation should be sent directly to CQHA by the reference and received by **November 1, 2023**. Letter may be emailed to admin@cqha.ca.

### INSTRUCTIONS FORMULAIRE D'APPLICATION:

**Doit être reçu au bureau de l'ACQH le 1 novembre 2023.**

- Dactylographiez ou imprimez à l'encre bleue ou noire, ou remplissez électroniquement à l'aide de Microsoft Word; ne peuvent pas être modifiés ou modifiées; et doit être de quatre (4) pages seulement.
- Soumettez une photo avec votre demande; photo ne sera pas retournée.
- 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.

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



**2023 CQHA Director Application and Acceptance Form**  
**2023 Formulaire d'application pour le rôle de directeur**  
**de l'ACQH et d'acceptation**

AQHA Membership Number:  
Numéro de membre AQHA

if you are presently a member of AQHA please provide your Membership number | Si vous êtes un membre de l'AQHA svp indiquez 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:

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 ou votre entreprise êtes éleveur:

Your primary area(s) of interest. Please check one:

Vos intérêts principaux . Veuillez en cocher un :

- ☐ Racing | Courses
- ☐ Showing | Montrant des chevaux
- ☐ Youth | jeunesse
- ☐ Recreational Riding | Équitation récréative
- ☐ Ranching | Élevage en ranch
- ☐ Breeding | Reproduction
- ☐ Education & Public Policy | Éducation et politique publique

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:

Associations	Role(s)   les rôles	Years   Ans

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



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:

Highest level of education completed:  
Plus haut niveau d'études atteint :

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.