

What is the Canadian Sport Institute Pacific?

The Canadian Sport Institute Pacific (CSI Pacific) is a world class Olympic and Paralympic training environment.

Through the support of our national and provincial partners, our team of sport scientists and medical experts provide programs and services to athletes and coaches to ensure they have every advantage to win medals for Canada. For more information about CSI Pacific, please visit www.csipacific.ca.

CSI Pacific operates in three campus locations - Victoria, Vancouver and Whistler - through funding provided by the Province of BC, viaSport, Own the Podium, Sport Canada, the Canadian Olympic Committee, the Canadian Paralympic Committee, and the Coaching Association of Canada.

CSI Pacific's sport performance expertise is delivered by an expert sport science and technical staff in partnership nationally with the Canadian Olympic and Paralympic Sport Institute Network (COPSIN) and provincially with the viaSport Regional Alliance, which includes PacificSport Centres. By working in support of our regional, provincial and national sport partners we are creating a stronger sport system in British Columbia. Through these partnerships, CSI Pacific is well positioned as a national leader in *Powering Performance* and *Inspiring Excellence* from the regional level to the international podium.

How is the Board of Directors structured?

The Board consists of 12 Directors who are elected by the Members at a general meeting. The Members must consider the provincial mandate of the Society in electing its Directors and will, without being so restricted, try to ensure representation on the Board from Vancouver Island, the Fraser Valley, the Okanagan, the Interior and the North of British Columbia. **At this time, Canadian Sport Institute is seeking candidates to fill 4 positions on the Board. All appointments will be for up to three year terms commencing at the conclusion of the Annual General Meeting which is scheduled to take place on June 20, 2019.**

Who is qualified to be a Director?

With the understanding that the Canadian Sport Institute Board is a strategic policy Board, Directors should possess a majority of the following General Attributes:

- Knowledge of Sport
- Business Acumen
- Board Experience
- Policy Development
- Team Player
- Commitment to Canadian Sport Institute's Strategic Plan
(available here: <http://www.csipacific.ca/about/mission-vision/>)

We are also seeking Directors who specialize in one or more of the following Specific Skills/Attributes:

- Recent High Performance Athlete Background*
- Indigenous Sport Perspective*
- Para Sport Background*
- Accounting & Finance (CPA designation)*
- Political Capital / Government Relations

CSI Pacific Board Application Form

- Entrepreneurship
- Fundraising / Philanthropy
- Human Resources Management
- International Sport Perspective
- Leadership
- Legal Knowledge
- Marketing / Communications
- Strategic Change Management

**These Specific Skills/Attributes are particularly desirable*

Directors must also meet the qualifications laid out on the *Societies Act, Section 44 – Persons qualified to be directors:*

- (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.

How will Directors be selected?

The objective of the selection process is two-fold:

- to ensure that the Board does not operate as a constituency-based representative Board of Directors, but rather as a strategic policy Board, and
- to ensure that, collectively, the Board members are qualified to bring to the Board table the knowledge and expertise required to fulfill the Vision and Mission of the Canadian Sport Institute.

CSI Pacific will be relying on the Governance Board Committee which is comprised of no less than three (3) existing Directors to conduct the selection process.

What information will be required to support each application?

Each applicant must complete and sign an Application Form and submit it to the Governance Board Committee.

Once applications have been received by the Governance Board Committee, a due-diligence process will be conducted. This will include a review of the candidate's qualifications and identification of any conflicts of interest or other significant matters which would preclude the candidate from successfully fulfilling the duties of a Director. As part of this due-diligence process, short-listed candidates may be required to undergo a Criminal Record Check.

All parties are obligated to respect the privacy interests of any individual who may be identified as a potential applicant. Information about applicants is confidential and may not be disclosed for purposes outside the selection process.

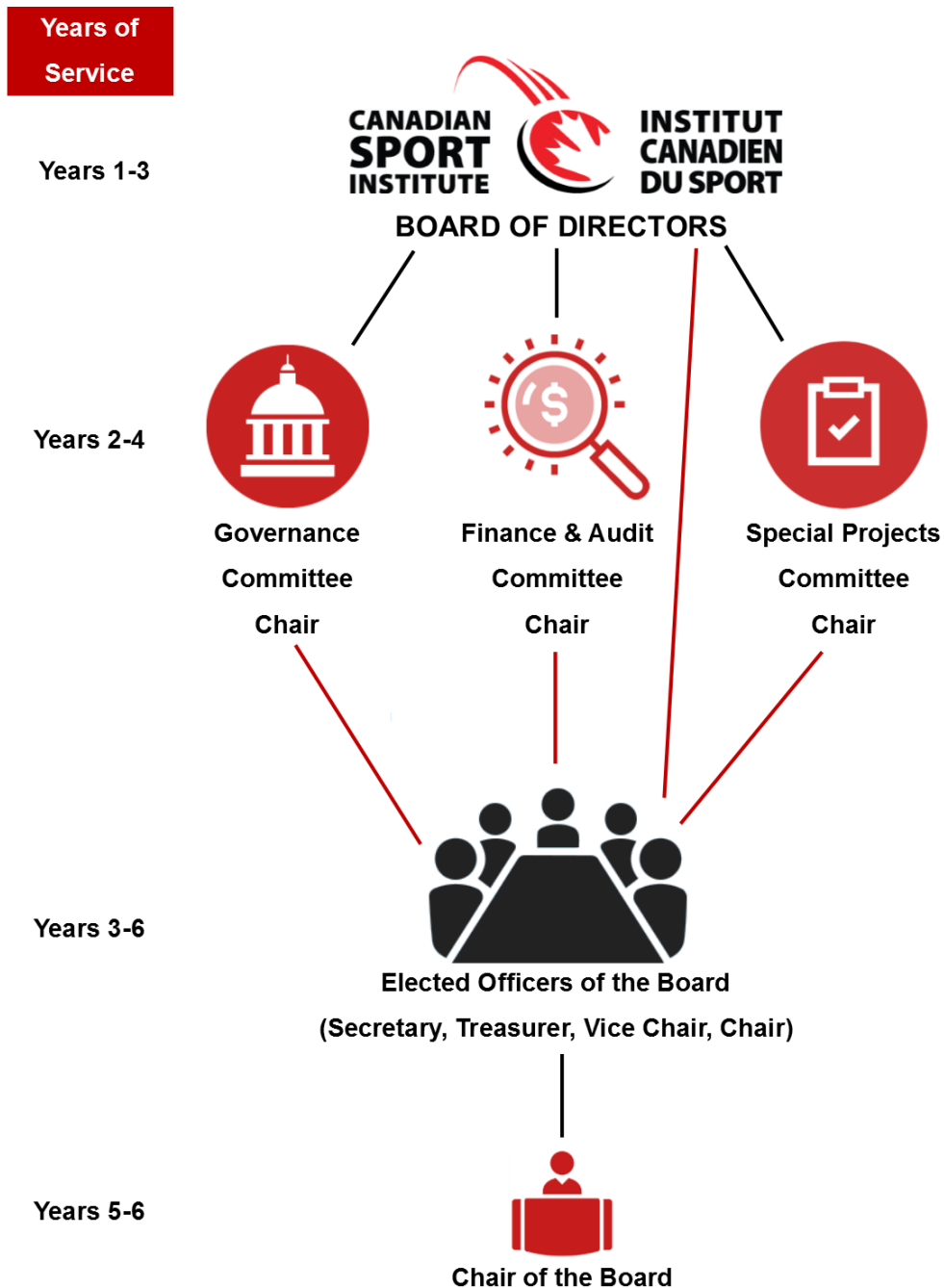
What is the process for submitting applications?

Applicants must complete and sign the application form. Applications may be submitted by email (board@csipacific.ca), mail or courier to the following address by the **application deadline of Friday March 1, 2019:**

**Governance Board Committee
Attention: Wendy Pattenden
Canadian Sport Institute Pacific
6111 River Rd, Richmond, BC V7C 0A2**

Board Succession Pathway

The following graphic provides a visual representation of the “typical” or “expected” progression of positions and responsibilities for Directors on the CSI Pacific Board, over the course of two 3-year terms (6 years total).





Canadian Sport Institute Pacific

Application Form for Appointment to the Board of Directors (2019)

We welcome your application to Canadian Sport Institute Pacific's (CSI Pacific) Board of Directors. The effectiveness of CSI Pacific's Board of Directors will be a function of the skills and experiences of individuals willing to serve, and your application is greatly appreciated. CSI Pacific's Board of Directors is a voluntary Board that does not provide stipends to Board members; however, all out of pocket expenses will be reimbursed.

The information on this Application Form is collected under the authority of the Freedom of Information and Protection of Privacy Act (Section 26). It is required for the recruitment and selection of directors for CSI Pacific and is used to record information about applicants. The information provides the basis for determining suitability for appointment to the Board of Directors. If you have any questions about the collection of this information, please contact CSI Pacific's CEO, Wendy Pattenden, at 604.295.6941.

Applicants are required to complete all sections of this form. Applicants submitting incomplete forms will not be considered. The information obtained on this form will be used to assess your candidacy.

TO BE COMPLETED BY THE APPLICANT

Part I – PERSONAL INFORMATION:

Name:

Home Address:

Mailing Address:

Phone: Work

Home:

Cell:

Email address:

Part II – BASIC QUALIFICATIONS:

A Director of CSI Pacific must be a qualified individual as determined by the Governance Board Committee (see Parts IV and V) and must not be an employee of CSI Pacific.

There are also certain requirements of the *Societies Act* that must be met:

Societies Act, Section 44 – Persons qualified to be directors

- (4) 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.
- (5) 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.
- (6) Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is
 - (d) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,
 - (e) an undischarged bankrupt, or
 - (f) 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
 - (iv) the court orders otherwise,
 - (v) 5 years have elapsed since the last to occur of
 - (E) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,
 - (F) the imposition of a fine,
 - (G) the conclusion of the term of any imprisonment, and
 - (H) the conclusion of the term of any probation imposed, or
 - (vi) 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.

If selected, all Directors are required to sign the Board of Directors Policies & Procedures and an annual Declaration that they meet the above qualifications.

Part III – BACKGROUND INFORMATION:

1. Educational Background (list):

2. Membership or participation in professional or volunteer organizations (list):

3. Professional and Employment Background (list):

4. List each company of which you are currently a Director or Officer:

Company	Position

5. Please describe why you are interested in being a Director of CSI Pacific:

6. Are you aware of any facts or matters which could hinder the performance of your duties as a board member, including any conflicts of interest or perceived conflicts of interests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, describe:

Part IV – GENERAL ATTRIBUTES:

A Director should meet a majority of the following General Attributes:

- 1. Commitment to CSI Pacific’s Strategic Plan (see <http://www.csipacific.ca/about/mission-vision/>)**
- 2. Knowledge of Sport**
- 3. Business Acumen**
- 4. Board Experience**
- 5. Policy Development**
- 6. Team Player**

Describe how you meet these General Attributes and give examples of where/how you have demonstrated them:

Part IV – GENERAL ATTRIBUTES CONTINUED:

Part V – SPECIFIC SKILLS AND EXPERIENCE:

In addition, we are seeking specific skills and experience to add to the expertise of the Board of Directors of CSI Pacific as a whole. Please indicate if you possess any of the following skills and experience, and describe how you meet this requirement.

- | | |
|--|------------------------------------|
| 1. Recent High Performance Athlete Background* | 8. Human Resources Management |
| 2. Indigenous Sport Perspective* | 9. International Sport Perspective |
| 3. Para Sport Background* | 10. Leadership |
| 4. Accounting & Finance (CPA designation)* | 11. Legal Knowledge |
| 5. Political Capital / Government Relations | 12. Marketing / Communications |
| 6. Entrepreneurship | 13. Strategic Change Management |
| 7. Fundraising / Philanthropy | |

**These specific skills/sttributes are particularly desirable*

Part VI – REFERENCES:

All applicants **MUST** provide a minimum of three references.

Name:	Occupation:
Address:	Business Telephone:
	Home Telephone:

Name:	Occupation:
Address:	Business Telephone:
	Home Telephone:

Name:	Occupation:
Address:	Business Telephone:
	Home Telephone:

Part VII – ATTESTATION AND CONSENT:

I, _____ (print name), attest to the veracity of the information provided by me in this application form.

I understand that CSI Pacific has a requirement to verify information with respect to all potential appointments, including myself, to evaluate their suitability for appointment to CSI Pacific's Board of Directors.

By signing below, I give consent to CSI Pacific and its Officers, to obtain any personal information about me, either from me directly or from others, and consent to the disclosure of my personal information where such is necessary in order to obtain the information required to evaluate my suitability. The references that I provide may be contacted so that the information provided by me in relation to my request to be considered for appointment to the Board of CSI Pacific will be verified.

As part of the due-diligence process, should I be short-listed, I may be required to undergo a Criminal Record Check.

Signature

Date

All parties are obligated to respect the privacy interests of any individual who may be identified as a potential applicant. Information about applicants is confidential and may not be disclosed for purposes outside the selection process.