



New Brunswick Equestrian Association  
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## **CALL FOR NOMINATIONS: NBEA BOARD OF DIRECTORS**

### **About the New Brunswick Equestrian Association**

The New Brunswick Equestrian Association is a not-for-profit sport-governing office that provides education, leadership and support to individuals, associations and businesses in New Brunswick's horse community. We provide our members with a variety of services, programs and benefits, and we represent their interests to the general public and to varying levels of government.

Our ongoing commitments to communication, education and the well-being of horses are reflected in the quality programs we offer. The NBEA strives to represent the equine industry in agriculture, industry, sport, and recreation through education, grant funding, government lobbying, liability insurance, and participant programs.

### **Role of the Board of Directors**

- To design programs to further athlete development, coach and officials' certification, communications, recreation, and horse welfare. Implementation of those programs fall to NBEA staff, coaches, and other leaders, which may or may not include Directors
- To liaise with government and other public bodies in the interests of horse owners and equestrian businesses
- To establish financial policies, generate and approve the operating budget for the fiscal year
- To ensure effective oversight of organization management.
- To amend the organization's by-laws as needed and presenting them for ratification at a general meeting of the members.
- To ensure adherence to governance and organization policies, and government regulations,

NBEA Policies, Annual Reports and Constitution can be found at: [About the NBEA](#)

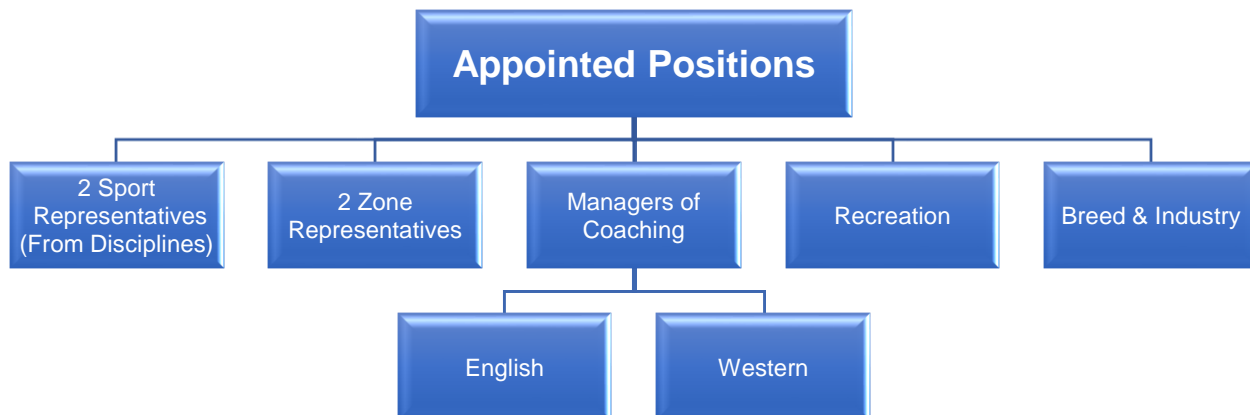
## COMPOSITION OF THE BOARD AND ROLE

The NBEA Board of Directors is comprised of up to 15 Directors.

Four to seven members are **Directors at Large**. The Nomination Committee receives and verifies nominations for these positions, which are elected at the Annual General Meeting. Following the AGM, the elected Directors meet and elect the **Executive** from among themselves.



The Board also includes up to 8 appointed Directors to serve in the following capacities. The two representatives for Disciplines are elected to the Board by the discipline bodies.



Job descriptions for each of these positions, including directors-at-large, may be found on the [NBEA.ca Governance web page](http://NBEA.ca/Governance)

## NOMINEES FOR DIRECTOR AT LARGE

### Skills and Experience:

The candidate must be a Senior NBEA member in good standing. A history of involvement in the provincial equestrian scene, either through recreation or sport, is required. All Directors must submit proof of Safe Sport training. Each Director needs a basic comfort level with MSWord and Excel, and must actively read and respond to email with reasonable promptness.

### Time Commitment:

- The NBEA Board of Directors is elected at the Annual General Meeting in October of each year. An ad hoc Board meeting is held following the AGM and the new Executive Directors are chosen from among the new Board.
- The Board of Directors then meets approximately 8 times per year, once per month with a break for the summer competition season. The first full meeting of the new Board is held in person, while the following meetings are usually held virtually. Virtual meetings are generally 90 minutes in duration.
- Any Director who misses three meetings is deemed to have resigned from the Board.
- Ad hoc committees are formed as needed with volunteer Directors and meet virtually.

**Deadline to submit Nomination & Candidate Form: October 8<sup>th</sup>, 2023**

### NOMINATION:

Person being nominated:

NBEA #

Nominator:

(may self-nominate)

NBEA #:

Seconder:

NBEA#:

# CANDIDATE FORM

to be completed and submitted by the nominee as acceptance of the nomination

**DEADLINE: October 8<sup>th</sup>, 2023**



## I. PERSONAL INFORMATION OF CANDIDATE

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
(City) (Province) (Postal Code)

\_\_\_\_\_  
(Tel) (e-mail)

NBEA #

## II. SUMMARY OF EXPERIENCE

**CAREER – Relevant Work Skills and Experience**

**INVOLVEMENT IN EQUESTRIAN SPORT COMMUNITY** (Local, Provincial, National)

**INVOLVEMENT IN EQUESTRIAN RECREATION COMMUNITY**

**BOARD EXPERIENCE, if applicable** (not-for-profit, for-profit, crown)

**OTHER** (e.g., achievements/awards/previous involvement with the NBEA)

**SPECIAL SKILLS** (technology, public speaking, art, etc.)

### III. **EXPERTISE**

Please describe any experience or expertise you have in the following capacities. (You need only add to boxes that you feel may be applicable; don't feel you have to fill them all.)

Rider/Athlete
Instructor/Coach
Official
Competition or Event Organizer
Sport Administrator
Board Member
Financial Manager
Strategic Planner
Information Technology (digital/cyber)
Legal
Government Advocacy & Lobbying

#### IV. **STATEMENT OF INTEREST**

Please provide a brief statement below as to why you wish to run for the position, your prospective contribution to delivering on the NBEA mission, along with your personal objectives should you be elected.

- ☐ Please attach a short write-up, to be published in the NBEA newsletter prior to the AGM
- ☐ Please provide two references, including one current senior NBEA member

#### V. **BACKGROUND INFORMATION**

- I am not aware of any conflict of interest or other reason that would preclude me from being considered for nomination as a director of the NBEA;
- I have read and agree with the [policies of the NBEA](#)
- I agree to submit proof of completion of free online Safe Sport training either through the [Canadian Association of Coaching](#) or Equestrian Canada before the first full Board meeting in 2024.
- I understand I may be required to submit a clean criminal record check.
- I agree that I am fully responsible to ensure that I communicate any changes to any information, as listed above and otherwise, as soon as I become aware of them.

#### VII. **ACKNOWLEDGEMENT AND UNDERTAKING**

- ☐ *I do hereby declare to the best of my knowledge and belief that the information I have provided on this Nomination Form, including all Schedules thereto, is true.*

Candidate Signature:

Date:

**Deadline to submit application : October 8th, 2023**

**Email all documents to : [horses@nbnet.nb.ca](mailto:horses@nbnet.nb.ca)**