

Board Eligibility and Determination Policy

Board Development & Recruitment Process

1. Nominations Committee: a committee appointed by the Board of Directors of Volleyball Alberta who will be responsible to solicit nominations with the skills and characteristics defined in this policy for the election of the Directors of Large and may nominate additional candidates for the election of Directors at Large.

PURPOSE

2. Candidates for positions on the Board of Volleyball Alberta are qualified and skilled persons capable of, and committed to, providing effective leadership and governance to Volleyball Alberta.
3. The Nomination Committee is responsible for conducting a recruitment process that seeks out qualified and skilled persons and promotes an interest in seeking a nomination. The Nominations Committee makes best efforts that no candidate gains office by acclamation.
4. The Governance Committee is responsible for annually reviewing the composition of the Board as a whole. The Governance Committee identifies any gaps that should be filled by new Board Member candidates, recommends to the Board the desired skills and experiences, and communicates this information to the Nominations Committee.

SCOPE AND APPLICATION

5. This policy applies to all individuals interested in being a Director of Volleyball Alberta.

Nominations Committee

6. The Volleyball Alberta Board will appoint a Nominations Committee, comprised of at least 3 individuals who are not a current member of the Volleyball Alberta Board, but who have a strong understanding of the operations of Volleyball Alberta, its vision, mandate and strategic plan and whom have previous experience on either a board or in human resource recruitment. Appointments of Nominations Committee members is not appealable.
7. The Nominations Committee is responsible for screening potential board candidates for suitability any candidacy for election for the Board of Directors, as outlined in the Volleyball Alberta Bylaws and according to this policy and identified process. Candidates will be recruited based upon their demonstrated ability to contribute significantly to the leadership and governance of Volleyball Alberta.

ELIGIBILITY OF CANDIDATES:

8. 18 years or older, who has the power under the law to contract.
9. A resident of Alberta
10. Meet the Qualifications and Core Competencies as outlined:
 - a) Previous board experience
 - b) Clear understanding of the role of governance vs operational aspects of the organization
 - c) Strong understanding of the sport system
 - d) Strong communication skills – ability to share ideas and influence others
 - e) Visionary – able to see Volleyball Alberta in broad terms as part of the sport sector
 - f) Strategic – able to contribute to the development and execution of Volleyball Alberta’s strategic plan
 - g) Specific skills as identified through the nomination process below.

11. By 2025, Candidates selected to the Volleyball Alberta Board cannot hold a position, board or decision maker, with an affiliated member organization. Successful candidates have 30 days to resign their current position from an affiliated member organization.

BOARD DEVELOPMENT AND RECRUITMENT PROCESS:

12. The following process will be utilized to identify candidates for the Volleyball Alberta Board:

Process	Timeline
<p>Current Assessment of Board Skills and determination of who is continuing on the board Board Self Evaluation to allow individual board members to reflect on their effectiveness.</p> <p><i>Tools used:</i></p> <ol style="list-style-type: none"> 1. Board Skill Matrix 2. Board "Self" Evaluation Tool <p><i>Responsibility:</i> Governance Committee <i>Who:</i> All Board Members to participate</p>	2 – 5 months out from AGM
<p>Identification of Skills Required on the Board Identification of potential people</p> <p><i>Tools used:</i></p> <ol style="list-style-type: none"> 1. Analysis of the Matrix Tool 2. Knowledge of who is continuing on the board <p><i>Responsibility:</i> Governance Committee to meet and review the matrix and make recommendations on "skills" required on the board based on gaps identified and strategic initiatives/directions identified by the board. These gaps are then presented to the Board and subsequently shared with the Nominations Committee</p>	2 - 3 months out from the AGM
<p>Meeting with Prospective Board Members</p> <p><i>Tools used:</i> Overview of Organization to ensure standard information from all committee members is shared to prospects</p> <p><i>Responsibility:</i> Nominations Committee, Board, Executive Director</p>	5 months to 1 month out from the AGM
<p>Call for Nominations</p> <p><i>Tools used:</i> Call for Nominations Form</p> <p><i>Responsibility:</i> Nominations Committee, support provided as needed to communicate out by the Executive Director.</p>	3 months – 6 weeks out from the AGM
<p>Interviewing and Screening Interested Candidates</p> <p><i>Tools used:</i></p> <ol style="list-style-type: none"> 1. Board Screening Questionnaire (Screening Policy) 2. Standard Interview Questions. 3. Declaration of Conflict of Interest <p><i>Responsibility:</i> Nominations Committee with support from Executive Director and/or President</p>	2 months to 1 month out from the AGM
<p>Decision to put forward candidate(s) at the AGM</p> <p><i>Tools used:</i> Interviews for skill assessment; screening questionnaire analysis; conflict of interest declaration</p> <p><i>Responsibility:</i> Nominations Committee, shared with the board for information.</p>	1 month out from the AGM
<p>Orientation of New Members to the Board</p> <p><i>Tools used:</i> Board Orientation Manual</p> <p><i>Responsibility:</i> Board Development Committee to develop</p> <p><i>Who:</i> Governance Committee, Board Chair or Executive Director</p>	Prior to first board meeting after the AGM.

INTERPRETATION

13. In the event that this Policy conflicts with or contradicts the Bylaws of Volleyball Alberta, the Bylaws shall take precedence.

Approved by the Volleyball Alberta Board of Directors November 6, 2022.