

August 18, 2023



BOARD OF DIRECTORS INFORMATION PACKAGE

Our Mission – Empower biathletes to thrive at every level.

Our Vision –A clear trail for athletes with big goals.

Our Values – The fundamental beliefs of Biathlon Canada are:

- Safety
- Growth Mindset
- Courage
- Respect
- Fun

Legal Requirements to Serve as a Director

Directors shall fulfill all requirements of the *Not-for-Profit Corporations Act* and further, shall be a resident of Canada and of legal age. Under the *Act* a Director must be an individual with power under law to contract and who resides in Canada. Individuals with the following attributes are disqualified from serving as a director:

- Anyone less than 18 years of age,
- Anyone who has been declared incapable by a court in Canada or another country,
- A person who is not an individual, and
- A person who has the status of a bankrupt.

Conduct and Competencies of Directors

Directors of Biathlon Canada commit themselves to ethical, businesslike and lawful conduct, including proper use of authority and decorum when acting as Board members. Accordingly, Directors must be able to represent unconflicted loyalty to the interests of all Biathlon Canada members. This accountability supersedes any conflicting loyalty such as to advocacy or interest groups, and membership on other boards. It also supersedes the personal interest of any Director acting as a user of Biathlon Canada's services, or having a family member who is a user of Biathlon Canada services.

Directors will be recruited based upon their demonstrated ability to contribute significantly to the leadership of Biathlon Canada and to fulfill their statutory fiduciary responsibilities. The core competencies that ideally will be reflected in the Board as a whole are:

- Knowledge of strategic and business planning;
- Human resources management expertise;
- Legal and risk management expertise;
- Financial management expertise;
- Marketing and or branding expertise;
- Fundraising expertise in the not-for-profit sector;

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- Business and /or corporate experience;
- Demonstrated leadership skills in the not-for-profit sector or other endeavors; and
- Biathlon background and knowledge as an athlete, coach, official, administrator or volunteer leader.

Roles and Current Focus

The Board of Directors' role is to govern Biathlon Canada by providing leadership and direction in pursuit of its vision and mission. The Board is elected by the membership of Biathlon Canada and is accountable to the membership for competent stewardship that will ensure the long-term viability of Biathlon Canada.

Many prospective Board members currently serve, or have served in the past, on boards of organizations, and each comes to Biathlon Canada with personal experiences and perceptions of how a Board operates. In general, the Board's role is to manage or supervise the management of the activities and affairs of Biathlon Canada.

One of the main focal points for the Board in the coming year will be effective stewardship of an organization that is coming under increasing fiscal pressure due to stagnant core funding, loss of some OTP funding, and the impact of inflation on all areas of operations. The Board will need to exercise leadership in this environment while ensuring the long term viability of Biathlon Canada. A second area of Board emphasis in the coming year will be to ensure that Biathlon Canada's Governance evolves to align with the Canadian Sport Governance Code by 2025.

Many other topics are on the agenda of the Board from time to time and Candidates are welcome to review both past Board meeting minutes and audited financial statements on the Biathlon Canada website (select "Governance") to gain a fuller knowledge of Board activities. Currently the following items are part of the discussion in no particular order:

- Executing Biathlon Canada's Strategic Plan;
- Review of policies;
- Implementing Safe Sport and Inclusion best practices;
- Fundraising;
- Marketing and sponsorship opportunities;
- Review and monitoring of Biathlon Canada's financial statements;
- Engagement and growth of the Biathlon community and membership;
- Exploring strategic partnerships;
- Addressing issues related to the effective conduct of Biathlon Canada from a leadership and oversight capacity;
- Supporting the Biathlon Canada leadership regarding human resource issues and any board level challenges requiring discussion/decision on the way forward for the betterment of Biathlon Canada Members.

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Commitment

The Biathlon Canada Board meets four to six times per year via teleconference/Zoom and more frequently should issues arise, with one in person meeting (note: there will not be an in-person meeting in 2023/24 due to budget constraints.) In addition to meetings, Board members are expected to be active members on at least one committee and all Board members are expected to support fundraising and revenue generation initiatives.

Remuneration

Directors receive no financial compensation for their participation.