

# 2024 BOARD OF DIRECTORS INFORMATION & NOMINATION FORM



## ANNUAL GENERAL MEETING

THURSDAY, MARCH 7, 2024 (6:30 PM) VIA ZOOM MEETING  
DETAILS WILL BE SHARED WITH REGISTRANTS

## Call for Nominations to the AEF Board of Directors

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AEF is seeking candidates to serve on its Board of Directors to support and advance the vision, mission, and strategic plan of the organization. The AEF board reflects a wide range of experience, skills, knowledge, and abilities. We value diversity in our membership and on our board from all areas of Alberta. You do not need to be an owner or equestrian to be a board member. You do, however, need to have a passion for equines and their people. Individuals from a range of backgrounds and professional sectors are considered valuable to the board.

**Nominations open November 17, 2023.**

**Deadline to submit Nomination form is December 29, 2023**

**Submit the Nomination form to: [info@albertaequestrian.com](mailto:info@albertaequestrian.com)**

## Requirements of the AEF Board of Directors (Elected Officers of the AEF):

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- Directors shall fulfill all requirements of the Alberta Societies Act and shall be permanent residents of Alberta and of legal age (18 years or older).
- Directors must be current members of the AEF.
- Directors shall commit themselves to ethical, businesslike and lawful conduct, including proper use of authority and decorum when acting as board members.
- Directors must be able to represent an unconflicted loyalty to the interests of the AEF members. This accountability supersedes any conflicting loyalty such as to advocacy or other interest groups.
- Directors are recruited based upon their demonstrated ability to contribute significantly to the leadership of AEF and to fulfill fiduciary responsibilities.
- Directors will support safety in sport, health, and well-being in all its aspects for equines and equestrians.

## Terms of service

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The AEF board consists of directors and the President's Suite (president, president elect, past president). The directors are elected by the AEF membership to serve a three-year term.

## Directors are involved in:

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- Ongoing evaluation of the organization's mission, vision, and values;
- Monitoring the organization's progress towards achieving its mission and strategic planning;
- Community and stakeholder outreach;
- Continued evaluation of the organization to best serve the membership;
- Financial oversight (due diligence) and fundraising;
- Board self-maintenance, including recruitment and orientation of new directors.

## Directors must:

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- Attend a minimum of 60% of scheduled board meetings (6-8 meetings per year);
- Participate on standing and ad hoc committees as needed;
- Participate and network at internal and external events, fundraising events, related meetings, member and non-member events, and other activities as necessary, and report on those activities;
- Be readily accessible and responsive to email, voicemail, and web-based communication;
- Positively support the aims and objectives of the organization;
- Abide by the AEF Bylaws, Code of Ethics and Governance Manual Policies.

## Core competencies that will be reflected in the Board of Directors, as a whole, are:

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- Business acumen;
- Positive communication and community relations;
- Financial management experience;
- Demonstrated understanding of legal and human resource principles and frameworks;
- Governance experience and knowledge;
- Strategic planning experience.

## Time commitment

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Board members must set aside time to attend meetings (6-8 meetings per year; majority via Zoom conference call), attend fundraising initiatives, attend member and non-member events and meetings, and work with committees as determined by the board to support AEF activities.

## Eligibility, application, and selection

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Note: nominations are NOT accepted at the AEF Annual General Meeting (AGM).

Note: Elected nominees must attend the AEF AGM via Zoom on March 7, 2024, at 6:30 pm.

1. To be eligible to stand for election, an individual must:
  - a. Be 18 years of age or older;
  - b. Be a member of the AEF when the nomination is submitted
  - c. Be nominated by an AEF member (and accept) or self-nominate by completing and submitting the nomination form which includes a brief biography and photo.
2. Nominations can be made at any time, up to **December 29, 2023 at midnight**.
3. Nomination forms must be complete and be submitted by email with a jpeg photo (min 150kb).
4. Incomplete nomination forms will not be accepted.
5. The AEF Nomination Committee will review nominations and request and conduct interviews with selected nominees.
6. The Nomination Committee will recommend to the board a slate of candidates it believes are best suited to the role based on the nomination form and criteria.
7. AEF voting members will vote for candidates electronically prior to the AGM.



# 2024 Board of Directors Nomination Form

Submission Deadline - Midnight December 29, 2023

Submit form to [info@albertaequestrian.com](mailto:info@albertaequestrian.com)

Note: Except for your biography, action statement, and photo, the information you provide on this form is held in confidence and only shared with AEF office staff and the AEF Nominations Committee as per AEF policies and procedures.

## Nominee information

\*Name of Nominee (First, Last): \_\_\_\_\_

AEF Membership Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Date of Birth (M/D/Y): \_\_\_\_\_

## Professional experience

Summarize your achievements

## Community involvement

Summarize your past board experience, committee work, or volunteer roles.

### Interest and expertise

Highlight areas of the [AEF's Strategic Plan](#) that interest you and explain how you can help advance the AEF's objectives.

### Other skills and experience

Highlight what you might bring to the board in areas such as: strategic planning, community outreach, program development, marketing and communications, non-profit governance, and financial management.

### Other comments

Is there anything else you would like to share in support of your nomination form?

Please provide the following two public statements for use on the AEF website and social media communications to the AEF membership. Write in the first person (i.e. using "I" statements) and ensure your biography and action statement are not more than 150 words each.

### Biography

Highlight your professional and volunteer experiences: 150 words maximum.

### Action statement

Summarize how your skills and expertise contribute to the AEF vision, mission, and strategic plan, and what you would like to do for the AEF and its members: 150 words maximum.

Photo sent with form

**Declaration:** I declare that I am nominating myself, or I am nominating someone who has accepted this nomination and has approved the contents contained within this form. I declare that this nomination is for election as director to the Alberta Equestrian Federation Society. I have read the nomination information and to the best of my knowledge, information and belief, I/or the individual being nominated, am/is qualified to stand as a candidate for election. If elected, I/or the individual being nominated will undertake to act honestly and in good faith in the best interest of the Alberta Equestrian Federation Society.

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Printed Name

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Signature

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Date

