



AEF BOARD OF DIRECTORS NOMINATION FORM

Call for Nominations for AEF Board of Directors

Are you passionate about horses, community, and making a meaningful impact in Alberta? The Alberta Equestrian Federation (AEF) is now accepting nominations for volunteers to serve on its Board of Directors.

Serving on the AEF Board is an opportunity to help shape the future of equestrian sport and horse welfare across the province. Board members play a vital role in advancing AEF's vision, mission, and strategic priorities, while contributing their skills, experience, and perspective to guide the organization forward.

AEF values diverse voices and welcomes nominations from individuals across all regions of Alberta. You do **not** need to be a horse owner or active equestrian to serve—what matters most is a genuine passion for equines and the people who support them. Experience from a wide range of professional and community backgrounds strengthens our governance and leadership.

Strategic Skills & Experience of Interest

In alignment with AEF's current strategic plan, the Nominations Committee is particularly interested in candidates with experience in one or more of the following areas:

Membership Growth & Engagement

- Communications or community outreach experience.
- Knowledge of member recruitment, retention, and engagement strategies.

Fundraising & Revenue Development

- Fund development experience (major gifts, sponsorship, planned giving).
- Connections within corporate, philanthropic, or equestrian sectors.
- Understanding of grant-making and stewardship practices.

Government & Advocacy Relations

- Background in public policy, government relations, or regulatory affairs.
- Understanding of Government of Alberta processes and key relationships.
- Strong advocacy and diplomacy skills.

Other Desirable Experience

- Legal or regulatory expertise (nonprofit law, sport regulation, contracts).
- Equestrian industry knowledge (valuable but not required).
- Rural or regional representation.
- Youth development or leadership experience, as AEF continues to explore how to support next-generation leadership.

Key Dates & Details

Nominations open: January 9, 2026

Nomination deadline: February 13, 2026

Submission: Completed nomination forms must be emailed to info@albertaequestrian.com.

Voting for Directors takes place electronically in advance of the AEF Annual General Meeting (AGM). Successful nominees will be announced at the AGM, and **all nominees will be contacted, regardless of the outcome.**

To learn more about the role, expectations, and nomination process, please read more below. The nomination application follows.

Requirements of the AEF Board of Directors

(Elected Officers of the Alberta Equestrian Federation)

Directors of the Alberta Equestrian Federation (AEF) are expected to meet the following requirements:

- Directors shall fulfill all requirements of the **Alberta Societies Act**, be permanent residents of Alberta, and be at least 18 years of age.
- Directors must commit to **ethical, businesslike, and lawful conduct**, including appropriate use of authority and professional decorum when acting as Board members.
- Directors must represent an **unconflicted loyalty** to the interests of AEF members. This accountability supersedes any conflicting loyalties to advocacy groups, stakeholders, or other organizations.
- Directors are selected based on their demonstrated ability to contribute meaningfully to AEF leadership and to fulfill **fiduciary responsibilities**.

Terms of Service

- The AEF Board consists of up to **12 Volunteer Directors**, plus the President's Suite (Current, President-Elect, and Past President).
- Directors serve **three-year terms**, to a maximum of **two consecutive terms** (six years total).
- Directors must stand for election at the conclusion of each term.

Role and Responsibilities of Directors

Directors are collectively responsible for:

- Ongoing evaluation of the organization's mission, vision, and values.
- Oversight of progress toward AEF's strategic objectives.
- Community, stakeholder, and member engagement.
- Continuous evaluation of programs and services to best serve the membership.
- Financial oversight, due diligence, and support of fundraising initiatives.
- Board governance and self-maintenance, including recruitment and orientation of new directors.

Director Commitments

Directors are expected to:

- Attend a minimum of 60% of scheduled Board meetings (typically 6-8 meetings per year).
- Participate on standing and ad hoc committees as required.
- Actively engage in internal and external events, including fundraising, member and non-member activities, and relevant meetings.
- Report back to the Board on activities undertaken on behalf of AEF.
- Be accessible and responsive to email, voicemail, and web-based communications.
- Positively support and advance the aims and objectives of AEF.
- Comply with the AEF Bylaws, Code of Ethics, Governance Manual, and policies.

Tentative 2026 Board Meeting Schedule

- March 26 – AGM (Zoom)
- April 26 – In person
- June 18 – Zoom
- September 19 – In person
- November 5 – Zoom

Core Competencies Sought on the Board

The AEF Board strives to reflect a balance of the following competencies:

- Business and financial acumen.
- Strong communication and community relations.
- Financial management and oversight experience.
- Knowledge of legal, regulatory, and human resource frameworks.
- Governance experience.
- Strategic planning and organizational leadership.

Time Commitment

Board members must commit sufficient time to:

- Attend Board meetings (majority held via Zoom; two in person per year).
- Participate in committee work.
- Attend and support fundraising initiatives and events.
- Engage with members, partners, and stakeholders as required.

Eligibility, Application, and Selection Process

Please note: Nominations are not accepted at the AEF Annual General Meeting (AGM). Elected nominees must attend the AEF AGM via Zoom on March 26, 2026, at 6:30 p.m.

Eligibility Requirements

To be eligible to stand for election, a nominee must:

- Be 18 years of age or older.
- Be an AEF member at the time the nomination is submitted.
- Be nominated by an AEF member (and accept the nomination), or self-nominate by submitting a completed nomination form, including a brief biography and photo (suitable to share with the membership).

Nomination Process

- Nominations will be accepted **until Friday, February 13, 2026, at 11:59 p.m.**
- Nomination forms must be complete and submitted by email, including a JPEG photo (minimum 150 kb).
- Incomplete nomination forms will not be accepted.
- The AEF Nominations Committee will review submissions and conduct interviews with selected nominees.
- The Committee will recommend a slate of candidates to the Board based on the nomination criteria.
- AEF voting members will vote electronically prior to the AGM.

2026 Board of Directors Nomination Form

Submission Deadline: Friday, February 13, 2026
Submit completed forms to: info@albertaequestrian.com

Note: Except for your biography, action statement, and photo, all information provided will be held in confidence and shared only with AEF office staff and the AEF Nominations Committee, in accordance with AEF policies.

Nominee Information

Name (First, Last) _____

AEF Membership Number _____

Mailing Address _____

Email Address _____

Primary Phone _____

Date of Birth (MM/DD/YYYY) _____

Nominee Background

Summary of your professional achievements, past board experience, committee work, or volunteer roles.

Strategic Alignment

Identify areas of [AEF's Strategic Plan](#) that interest you and how you can help advance AEF's objectives. Describe what you would bring to the Board in areas such as leadership, strategic planning, community outreach, program development, marketing and communications, nonprofit governance, and financial management

Additional Information

Any other information you wish to share in support of your nomination

Public Statements (Required)

Please provide the following two statements for use on the AEF website and social media. Each statement must be **no more than 150 words** and written in the first person:

Biography

Highlight professional and volunteer experience (150 words max).

Action Statement

Describe how your skills support AEF's vision, mission, and strategic plan, and what you hope to contribute.

Declaration

I declare that I am nominating myself, or I am nominating someone who is aware of 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.

Printed Name

Signature

Date

Be sure to include a JPG or PNG high-resolution photo of you with your nomination form.

Email completed form and attachments to: info@albertaequestrian.com.