



CALL FOR BOARD NOMINATIONS

Dear Prospective Candidate;

Thank you for your interest in serving in a volunteer role on the Canadian Cerebral Palsy Sports Association Board of Directors!

The **Canadian Cerebral Palsy Sports Association (CCPSA)** is a non-profit organization and the national governing body for the Paralympic sport of Boccia in Canada, with a mandate to represent, promote and advance the sport in the country.

The CCPSA's broader mandate is to support anyone with physical disabilities access quality sport activities.

Our Vision

Canada is a leading nation in boccia and Canadians with physical disabilities have access to quality sport programming.

Our Mission

We lead, develop and grow boccia from grassroots to producing World Champions, and we collaborate with partners to increase participation of Canadians with physical disabilities in sport.

Our Core Values

- ***Excellence:*** We strive for excellence in our organization, our people, and our performance, both on and off the field of play
- ***Resilience:*** When things get tough, we hang in there, and adapt to overcome challenges and obstacles
- ***Inclusivity:*** We create a safe, welcoming, and inclusive space for everyone to participate
- ***Collaboration:*** We work as a collective, towards our shared goals
- ***Integrity:*** We stand-up for what is right and act honestly

Board Opportunities - Positions up for election

- Director at Large (1 positions)

Equity, Diversity, Inclusion and Accessibility

CCPSA is committed to attracting, developing and supporting a Board of Directors that reflects the diverse community we serve. CCPSA invites applications from candidates whose skills align with the roles and

responsibilities outlined below, and encourages candidates to indicate, voluntarily in their application, if they are a member of an equity-deserving community. We invite and encourage individuals from diverse lived experiences to support us in our journey of equity, diversity, inclusion and accessibility within CCPSA's community.

All applicants will receive consideration with a lens to fulfilling the needs of the organization in terms of diversity of skills, experiences, and backgrounds across the composition of the Board.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

Process

The Nominating Committee will screen all nominations received to ensure that they meet the minimum qualifications required by the Canada-Not-for-profit Corporations Act (an individual, at least 18 years of age, with capacity, and not bankrupt).

Nominations will then be reviewed and evaluated against the skills, expertise, and diversity, in accordance with our Governance skills matrices. The Nominating Committee may interview selected candidates and will provide a list of recommended candidates in advance of the Annual General Meeting. All candidates will be notified once a decision is made.

Length of Term

Directors shall be elected for a two-year term, except where an election is held to fill the unexpired portion of a term.

Commitment

The Board meets a total of approximately 2 hours every second month virtually, plus at minimum one (1) in-person meeting over three-days per year and a monthly commitment of 6-8 hours per month. Elected Board members will be expected to participate in at least one Board committee (see list below). There may be some additional meetings on an ad hoc basis to consider time-critical matters.

Elected Board members will complete Abuse, Harassment and Discrimination training and complete a Police Record Check, as requested, and as per the [CCPSA Screening Policy](#).

Members of the Board are volunteers and serve without remuneration.

Elected Board members will read and ensure they understand the content of the [CCPSA Organization Policies](#).

The Canadian Cerebral Palsy Sports Association (also operating as Boccia Canada) has adopted the Canadian Safe Sport Program (CSSP). This means that any allegation of maltreatment or other prohibited behavior, as defined in the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport \(UCCMS\)](#), against a UCCMS participant of the CCPSA must be filed directly with the CSSP: <https://cces.ca/report-safe-sport>. All such complaints or reports will then be addressed according to the policies and procedures of the CSSP.

Elected Board members are required to complete an e-learning course and sign the CSSP participant consent form.

Roles and Responsibilities

Board Members are responsible for acting in the best long-term interests of the organization and the community and will bring informed decision-making, a broad knowledge, and an inclusive perspective.

The Board will support the work of the CCPSA and provide mission-based leadership and strategic governance, while annual business operations are led by CCPSA's Executive Director (ED).

Board Member responsibilities include:

- Participating in the review of CCPSA vision, mission and objectives and in the development of a Strategic Plan.
- Providing guidance and leadership to the ED as s/he implements the CCPSA Strategic Plan and annual Operational Plan.
- Reviewing outcomes, expected results, and Key Performance Indicators created in CCPSA's Strategic Plan and annual Operational Plan for evaluating impact, and regularly measuring organizational performance and effectiveness using those metrics.
- Preparing for, attending and participating in board meetings (approximately 6-8 hours each month) including the Annual General Meeting and participate in at least one Board committee:
 - Inclusion, Diversity, Equity and Accessibility (IDEA)
 - Human Resources & Compensation
 - Nominations
 - Audit & Finance
 - Governance & Ethics
 - Risk Management
 - Revenue Development
- Attending in person board meetings including a meeting over three-days per year.
- Participating in the approval of CCPSA's annual budget, audited statements and monitoring financial performance of CCPSA.
- Being informed of, and meeting all, legal and fiduciary responsibilities.
- Contributing to the ED annual evaluation.
- Participating in the hiring of, and if required, the releasing of the ED.
- Helping to establish, review and monitor CCPSA Policies.
- Participating in the evaluation of the Board itself (Annual Board Self-Evaluation).
- Identifying prospective Board Members and help to recruit them.
- Participating in professional development programming offered to the Board.
- Serving on committees or task forces and taking on special assignments as requested.
- Being an ambassador for CCPSA –sharing to network about CCPSA and keeping informed about community issues relevant to the mission and objectives of CCPSA.
- Engaging in identifying and securing the financial resources, revenue diversification, and partnerships necessary for CCPSA to advance its mission.
- Listening to others' views and advocating one's own; identifying common interests and alternatives, and being open to compromise, while at all times exercising respect and fostering a collegial, inclusive, welcoming environment.
- Supporting governance decisions once made.

- Abiding by the by-laws, code of conduct, conflict of interest, and other policies that apply to the Board.
- Maintaining confidentiality as required by contracts, in camera sessions, and other business as it comes up.

Competency

The CCPSA Board of Directors has identified **three priority areas***, in addition to several other preferred skills and competencies for incoming Board Members:

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| <ul style="list-style-type: none"> • *Revenue Diversification experience
(<i>sponsorship, fundraising, grants, etc.</i>) • Good Governance (Not for Profit Act) • Strategic Planning • Board of Director Experience • Experience with Disability Organization and/or lived experience of disability | <ul style="list-style-type: none"> • *Marketing/Public Relations • *Human Resources • Succession Planning • Advocacy/Lobbying • Risk Management |
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Eligibility

Any individual who is eighteen (18) years of age or older, has the power under law to contract, who is not an employee or a paid contractor of CCPSA, and who supports the aims and objectives of CCPSA may be nominated for election to the Board of Directors.

Compensation

Service on CCPSA's Board of Directors is without remuneration, except for administrative support, travel, and Accommodation costs in relation to Board Members' duties.

Candidate Application Package

To be considered by the CCPSA Board of Directors, please include the following items:

1. Cover letter (max. 500 words) including why you would like to serve on the CCPSA Board and the value you would bring to the Board and organization.
2. Resume/CV with overview of your experience and qualifications in relation to the above criteria.
3. At least one (1) letter of reference, that supports the applicable or related skills and competencies listed above.

Questions

If you have questions regarding your candidate application package, please contact Jennifer Larson, Interim Executive Director at jl Larson@ccpsa.ca or by calling (613) 748-1430 x 1

Please submit your completed application by 5 p.m. ET August 15, 2025, to the attention of Jennifer Larson jl Larson@ccpsa.ca . All candidates will receive a notice of receipt.

We thank you for your time and interest in the CCPSA!