



Call for Nominations Board of Directors

In accordance with the Navan Curling Club (NCC) Bylaws and Board Nomination and Election Policy, members may be nominated or may nominate themselves for Board positions during the **nomination period which runs from February 2nd to March 20th**.

Members of the NCC eligible to vote will have the opportunity to elect their Board of Directors at the Annual General Meeting to be held on **Sunday, May 3rd, 2026**.

All eligible members nominated will stand for election to the Board of Directors.

Positions Open to Nominations:

Position	Summary of Responsibilities	Term
2 nd Vice Chair	Chair committees and perform duties as assigned by the Board	2026-2027*
Treasurer	Maintain proper accounting records in accordance with GAAP	2026-2028
Membership Director	Oversee the registration process of the club	2026-2028
House and Property Director	Coordinate the maintenance and repair of the property	2026-2028
Social Director	Plan and execute approved social events for the membership	2026-2028

*The 2nd Vice Chair is a one-year term, then the incumbent proceeds to hold the positions of Vice Chair, Chair and Immediate Past Chair.

How to Apply:

Any member may nominate themselves or another member by completing the nomination form found at Annex A. All nomination forms must be submitted on or before March 20th to the Chair of the Nomination and Election Committee at NCCpastchair@gmail.com

Official terms of reference for each position can be found at Annex B. Please direct questions to the Chair of the Nomination and Election Committee at NCCpastchair@gmail.com



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ANNEX A: NOMINATION FORM - BOARD OF DIRECTORS

This form is to be completed by all members who are interested in being nominated for election to the Navan Curling Club (NCC) Board of Directors.

The Nomination and Election Committee is looking for individuals having one or more of the following:

- General competencies – Executive leadership, board governance, stakeholder management, public/media communications skills, policy development
- Technical competencies – Finance and accounting, legal and regulatory, risk management, business development, organizational culture
- Personal attributes – Geographic diversity, age diversity, gender diversity, ethnic diversity, educational diversity and other types of diversity
- Languages – Proficiency in both official languages, an asset

Please complete the following information; sign and date the declaration below. The form must be returned **no later than March 20th** to the Chair of the Nomination and Election Committee at NCCpastchair@gmail.com.

Name	
Address	
Email	
Telephone	
Position(s) seeking Nomination	

Maximum 250-word profile (this will be included with the Annual Meeting package)
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DECLARATION

I consent to let my name stand for election to the NCC Board for the position(s) identified above.

Signature

Date



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ANNEX B: TERMS OF REFERENCE

Position: 2nd VICE CHAIR

1. Scope of Position

- a. Member of the Board of Directors (Board);
- b. Oversight of Club operations; and
- c. Progress to Vice Chair.

2. Key Responsibilities

- a. Attend all Board and Executive Committee meetings and provide reports, as required;
- b. Chair committees, as directed by the Board;
- c. Sign documents on behalf of the Club, as authorized in the Club Bylaws or other resolutions;
- d. As required, coordinate with and assist other Members of the Board, Committees, the Club Manager and Club members;
- e. Observe the roles and functions of the various Board positions;
- f. Maintain appropriate details of activities, such that they can be passed to future 2nd Vice Chairs and used to guide them in their duties; and
- g. Other duties as may be assigned by the Board or Chair.

3. Qualifications

- a. No specific qualifications required.

4. Desirable Attributes

- a. Have served on the Board of Directors.
- b. Risk identification and management.
- c. Communications skills.
- d. Bilingual.



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Position: TREASURER

1. Scope of Position

- a. Member of the Board of Directors (Board) and Executive Committee;
- b. Officer of the Club; and
- c. Execute all Club financial requirements, including compliance with Federal and Provincial financial regulations.

2. Key Responsibilities

- a. Attend all Board and Executive Committee meetings and provide regular reports, as required;
- b. Coordinate and execute the financial requirements of the Club;
- c. Prepare an annual budget for approval by the Board;
- d. Arrange adequate property and liability insurance;
- e. As required, coordinate with and assist other Members of the Board, Committees, the Club Manager and Club members;
- f. Liaise and coordinate, as necessary, with the Club's accountant and/or auditor;
- g. Prepare a financial report for the Annual Meeting;
- h. Maintain appropriate details of activities, such that they can be passed to future Treasurers and used to guide them in their duties; and
- i. Other duties as may be assigned by the Board, Chair or Executive Committee.

3. Qualifications

- a. No specific qualifications required.

4. Desirable Attributes

- a. Organizational finance experience or Chartered Professional Accountant (CPA).
- b. Electronic banking experience.
- c. Risk identification and management.
- d. Bilingual.



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Position: MEMBERSHIP DIRECTOR

1. Scope of Position

- a. Member of the Board of Directors (Board); and
- b. Manage the registration all Club members and their assignment to leagues.

2. Key Responsibilities

- a. Attend all Board meetings and provide regular reports, as required;
- b. Coordinate the annual registration process and events;
- c. Record and track the registration of Club members;
- d. Coordinate member assignment to leagues and lockers;
- e. Maintain the Club database, including the mailing list (physical and electronic);
- f. As required, coordinate with and assist other Members of the Board, Committees, the Club Manager and Club members;
- g. Prepare a report for the Annual Meeting;
- h. Maintain appropriate details of activities, such that they can be passed to future Membership Directors and used to guide them in their duties; and
- i. Other duties as may be assigned by the Board, Chair or Executive Committee.

3. Qualifications

- a. No specific qualifications required.

4. Desirable Attributes

- a. Database experience.
- b. Risk identification and management.
- c. Bilingual.



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Position: HOUSE AND PROPERTY DIRECTOR

1. Scope of Position

- a. Member of the Board of Directors (Board); and
- b. Oversee Club property, exclusive of ice making and the plant, and bar and kitchen operations.

2. Key Responsibilities

- a. Attend all Board meetings and provide reports, as required;
- b. Negotiate and finalize required service agreements and contracts for the property, including janitorial, snow clearing, waste removal, internet, cable, telephone, hydro and security;
- c. Coordinate the maintenance and repair of the property;
- d. Coordinate volunteers to assist with minor repairs and maintenance;
- e. Ensure the property is regularly inspected to ascertain needed repairs, maintenance and improvements;
- f. Maintain a Capital Plan and advise the Board regarding capital improvements;
- g. Ensure applicable laws and codes are respected and potential risks are identified and addressed;
- h. Liaise with the Club Manager and other Directors regarding property deficiencies, corrective actions, supervision and security of the property;
- i. As required, coordinate with and assist other Members of the Board, Committees, the Club Manager and Club members;
- j. Prepare a report for the Annual Meeting;
- k. Maintain appropriate details of activities, such that they can be passed to future House and Property Directors and used to guide them in their duties; and
- l. Other duties as may be assigned by the Board, Chair or Executive Committee.

3. Qualifications

- a. No specific qualifications required.

4. Desirable Attributes

- a. Risk identification and management.
- b. Contracting for services.
- c. Budgeting and planning.
- d. Bilingual.



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Position: SOCIAL DIRECTOR

1. Scope of Position

- a. Member of the Board of Directors (Board); and
- b. Provide opportunities for Club members to meet and socialize; thereby enhancing the value of membership in the Club.

2. Key Responsibilities

- a. Attend all Board meetings and provide reports, as required;
- b. Plan and execute approved social events for the membership;
- c. Advertise events in a timely manner and with the assistance of the Communications Director ensure the applicable information is available for members (posters, website, email, etc);
- d. Work with the Club Manager and other Directors to ensure activities follow the required rules and regulations (Liquor Licence, Occupancy, etc) and the Club is returned to its normal status;
- e. Maintain appropriate financial records and provide appropriate receipts to the Treasurer,
- f. As required, coordinate with and assist other Members of the Board, Committees, the Club Manager and Club members;
- g. Prepare a report for the Annual Meeting;
- h. Maintain appropriate details of activities, such that they can be passed to future Social Directors and used to guide them in their duties; and
- i. Other duties as may be assigned by the Board, Chair or Executive Committee.

3. Qualifications

- a. No specific qualifications required.

4. Desirable Attributes

- a. Budgeting and event planning.
- b. Risk identification and management.
- c. Bilingual.