

# 2025

## ASC Board of Directors Expression of Interest



**ABORIGINAL SPORT CIRCLE**

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Ottawa, ON K1H 7X7  
[www.aboriginalsportcircle.ca](http://www.aboriginalsportcircle.ca)

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## NOTE FROM THE NOMINATIONS COMMITTEE CHAIR

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Dear Prospective ASC Board Member,

On behalf of our Directors, members, and national office staff, thank you for your interest in joining our Board.

This year, the Aboriginal Sport Circle (ASC) marks 30 years of advocating for the well-being of First Nations, Inuit, and Métis communities through sport, physical activity, recreation, and traditional sport.

The ASC, along with its member organizations, the Provincial/Territorial Aboriginal Sport Bodies, has been successful in developing programs, networks, and strategies that effect positive changes in Canada's sport, recreation, health, and infrastructure systems and policies, making them more equitable and accessible for Indigenous people.

We encourage you to submit a nomination to be considered for this vital role.

Regards,

Nominations Committee

## ABOUT THE ABORIGINAL SPORT CIRCLE

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Founded in 1995, the ASC provides a centralized, national voice for Indigenous sport, physical activity, recreation and traditional sport in Canada. Bringing together the interests of First Nations, Inuit, and Métis peoples.

**Mission:** The Aboriginal Sport Circle is a member-based, not-for-profit national organization that exists to support the health and wellbeing of Indigenous people and communities through participation in sport, physical activity and recreation

View the ASC's full Mission and Vision here: [Mission & Vision: Aboriginal Sport Circle](#)

The ASC is a collective of [Provincial/Territorial Aboriginal Sport Bodies \(PTASBs\)](#) – the Members – who guide the direction and establish its national priorities. The organization is a non-for-profit under the Canada Not-For-Profit Corporations Act S.C. 2009.

# ABOUT THE BOARD OF DIRECTORS

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The Board of Directors is the legal governing authority for the ASC. The Board of Directors consists of up to eight (8) Directors, including a President and Vice-President, both of whom also serve as Officers.

The President is responsible for the general supervision of the affairs and operations of the organization and presides at the Annual and Special Meetings as well as at meetings of the Board.

In public or organizational matters, the President acts as the official spokesman of the ASC. The President acts in a position of trust and, with the support of the Directors, provides strategic direction to the organization through the Executive Director who, oversees ASC national office operations and membership support and relations.

The Vice-President acts as liaison between the Board and committees to ensure committees are working within their terms of reference. The Vice-President may also preside at meetings of the Board.

Directors act as governance representatives, sit on committees of the Board, and provide expertise and opinion in the matters of the Board and organization.

The President, Vice-President, and Directors may be called to perform other duties as established by the Board.

## Current Board of Directors

Rob Newman.....	President.....	(2023 – 2025)
Janice Forsyth.....	Vice-President.....	(2024 – 2026)
Brendon Smithson .....	Director .....	(2024 – 2026)
Charly Buyck.....	Director .....	(2023 – 2025)
Kerrie Buchberger .....	Director .....	(2023 – 2025)
Edward (Sonny) Albert .....	Director .....	(2023 – 2025)
Roahtate Horn.....	Director .....	(2024 – 2026)
Sara-Lynne Knockwood.....	Director .....	(2024 – 2026)

Please visit the ASC website to read each person [biographies](#).

## Positions Available

For interested individuals applying for a position on the Board of Directors, there are 4 vacancies you can submit your interest for.

- President – 2 Year Term (2025 – 2027)
- 3 Director Positions – 2 Year Term (2025 – 2027)

The elected term officially begins immediately following the ASC Annual General Meeting, which this year will fall on September 24, 2025.

## ABOUT YOU

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A Director must be well-informed about organizational matters, thoroughly review all relevant materials, and actively participate in Board and/or Committee discussions and decisions. Please refer to the Bylaws in Appendix A.

Ideally, candidates should have lived experience as an Indigenous person and possess knowledge of Indigenous sports and physical activities, particularly in relation to youth and community development. Additionally, candidates must demonstrate experience in one or more of the competencies listed below.

### Competencies

- Knowledge of the Indigenous and mainstream sport and physical activity system in Canada
- Experience in or more of the following:
  - Governance
  - Executive level leadership
  - Risk management
  - Finance/accounting/banking
  - Inter-government relations
  - Fundraising/revenue generating
  - National non-profit leadership
  - Human resource management
  - Law, especially Indigenous law
  - Policy development and analysis
  - Research and development
- Additional considerations:
  - The ability to speak and communicate in English, French, and/or an Indigenous language.
  - The ASC supports equity and diversity and welcomes applications from women, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.
  - As we are an Indigenous organization, preference will be given to qualified Indigenous applicants.

### Eligibility

Nominees must be:

- a. Eighteen (18) years of age or older, and a resident of Canada.
- b. Have the power under law to contract.
- c. Not have been declared incapable by a court in Canada or in any other country.
- d. In good financial standing (not have the status of bankrupt).
- e. Not have a criminal record or a civil claim based on fraud.

### Ineligibility

- a. Pursuant to our bylaws, Directors and Officers of the ASC must be independent and not hold any elected or paid staff position with any member PTASB.

# EXPECTATIONS OF YOU AS A BOARD OF DIRECTOR

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## Board Participation

As a national organization, ASC relies on the active engagement of its Board of Directors to provide strong governance and strategic direction. This commitment includes attending regular Board meetings, participating on at least one committee, and serving as an ASC representative at special events or meetings as needed.

The Board of Directors meets a minimum of four (4) times per year, following a quarterly schedule to address organizational priorities and ensure effective oversight. In addition, the Annual General Meeting (AGM) is held once per year, typically virtually but occasionally in person. In Fiscal 2024–2025, the Board met five (5) times, not including committee or membership meetings. There may also be additional special meetings of the Board or Members throughout the year to address emerging needs.

Meetings are generally held in the early evenings or on weekends and last approximately 1–2 hours. With members located across multiple time zones, ASC makes every effort to schedule meetings in a way that is respectful of individual schedules and minimizes disruption to personal and professional commitments.

## Committee Participation

In addition to attending Board meetings, active participation on at least one Board committee is expected of all Directors. Committees play a vital role in advancing the organization's goals, supporting operational needs between full Board meetings, and providing ASC staff with the necessary guidance to implement strategic priorities.

There are currently five (5) standing committees:

- a. Governance
- b. Finance
- c. Human Resources
- d. Programs Strategy
- e. Elders Council

Each committee operates under its own Terms of Reference and reports directly to the Board of Directors. Committee meeting frequency varies from monthly to quarterly, depending on organizational needs. In Fiscal 2024–2025, the five committees met a total of twelve (12) times. Like Board meetings, committee meetings typically last 1–2 hours and are scheduled in the early evenings or on weekends to accommodate members' diverse schedules and time zones.

The Board may establish additional committees by motion, as necessary to support specific initiatives.

## Active Participation Expectations

Serving on the ASC Board requires a strong commitment to active participation. This includes:

- Attending all regular Board meetings and the Annual General Meeting.
- Contributing to at least one Board committee as a member or Chair.
- Preparing for meetings by reviewing materials and engaging in discussions.
- Representing ASC at special events or meetings, which may require occasional travel during the week or weekends.

By fully engaging in these activities, Board members help strengthen ASC's governance, advance its mission, and ensure the organization is responsive to the needs of Indigenous athletes, coaches, and communities across Canada.

## Director Responsibilities

- Approve policy and other recommendations received from the Board, its committees and staff.
- Monitor all Board policies.
- Foster and maintain positive relations among the Board, committees, staff, and wider community.
- Provide strategic guidance and leadership to the Executive Director.
- Participate in committees such as governance, finance, human resources, and programs/services.
- Read Board packages and supporting material prior to Board and Committee meetings.
- Review and approve annual budget and audit.
- Contribute to the Board of Directors and Executive Director annual evaluation.
- Represent the ASC to stakeholders and act as an ambassador to the organization.

## NOMINATIONS PROCESS

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Interested individuals are invited to submit a completed nominations package to the Nominations Committee by **Monday, August 25, 2025, at 5:00 PM (Pacific Time)**.

A completed nominations package will include:

### Step 1: Application Form

1. Completed ASC Applications Form – 2025 Election – Board of Directors (*Appendix C*)
2. Updated resume or curriculum vitae (CV)
3. Two reference letters:
  - a. One professional reference
  - b. One reference from a member PTASB (*see Appendix B for contact list*)

### Step 2: Video Submission

Upload a 3-5 minute video responding to the following questions:

- What draws you to the work the ASC does?
- What experience do you have serving on a governance board and what were your main contributions?
- What perspectives or voices do you believe are important to include on a board like ours?
- What skills do you bring that could benefit our board as we continue to strengthen our governance model?

See **Appendix D** for video uploading instructions.

#### **SELECTION PROCESS:**

The Nominations Committee will review all submitted nominations and provide a slate of eligible candidates to the ASC Board of Directors for approval. Approved nominations will be shared with the membership in advance of the Annual General Meeting (AGM).

#### **ELECTION DETAILS:**

The election for four (4) Board positions will take place on Tuesday, September 24, 2025, during the Virtual Annual General Meeting of Members. Each ASC member organization will be entitled to one (1) voting delegate. Nominees will be notified of the election results immediately following the AGM.

#### **INFORMATION FOR CURRENT INCUMBENTS:**

As per Article 4.6 of the ASC Bylaws, current Directors at the end of their term who wish to seek re-election are not required to submit a full nomination package. However, they must provide the following:

1. A completed Application Form (excluding the Statement of Interest, résumé/CV, and reference letters).
2. A 3–5 minute video answering the same questions listed above.

#### **Nominations Committee Authority**

The Nominations Committee, as appointed by the Board of Directors, are responsible for:

- Establishing the nominations procedures.
- Reviewing each nominations submission for completeness.
- Confirming the candidate's eligibility.
- Ensuring the membership receives valid nominations profiles.

## APPENDICES

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### Appendix A: ASC Bylaws

A copy of the full bylaws can be found on the ASC website – [ASC Bylaws](#)

### Appendix B: ASC Membership Contact List

PROVINCE/ TERRITORY	PTASB	CONTACT PERSON	EMAIL
Alberta	Indigenous Sport Council Alberta	Jaclyn Guenette	j.guenette@isportab.com
British Columbia	Indigenous Sport, Physical Activity & Recreation Council	Rick Brant	rbrant@isparc.ca
Manitoba	Manitoba Aboriginal Sports & Recreation Council Inc.	Rhonda Bernabe	rhonda.bernabe@masrc.com
New Brunswick	Aboriginal Sport & Recreation New Brunswick	Cathy Ward	cathy_m_ward@hotmail.com
Newfoundlan d & Labrador	Aboriginal Sport & Recreation Circle of Newfoundland and Labrador	Valentina Nolan	valentinanolan@asrcnl.com
Northwest Territories	Indigenous Sports Circle Northwest Territories	Aaron Wells	aaron@iscnwt.ca
Nova Scotia	Mi'kmaw Sport Council of Nova Scotia	Terry Bernard	terry@kinu.ca
Nunavut	Sport & Recreation – Government of Nunavut	Jeff Seeteenak	jseeteenak@gov.nu.ca
Ontario	Indigenous Sport & Wellness Ontario	Stephen Kwinter	venga@rogers.com
Prince Edward Island	PEI Aboriginal Sports Circle	Lynn Anne Hogan	lahogan@mcpei.ca
Quebec	First Nations of Quebec & Labrador Health & Social Services Commission	Geneviève Voyer	genevieve.voyer@cssspnql.com
Saskatchewan	Federation of Sovereign Indigenous Nations	Mason Medynski	mason.medynski@fsin.com
Yukon	Yukon Aboriginal Sport Circle	Gaël Marchand	ed@yasc.ca

## Appendix C: Application Form – 2025 Election – Board of Directors



### ABORIGINAL SPORT CIRCLE APPLICATION FORM – 2025 ELECTION – BOARD OF DIRECTORS

**Application is due: Monday August 25, 2025, by 5:00 PM (Pacific)**

**POSITION INTERESTED IN:** Applicants may choose to run for all positions. The election of President will occur first, followed immediately by Director. Applicants who only select one position, will be considered for that position only.

**President** ☐ **Director** ☐

**Name of Nominee:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

#### **SELF-IDENTIFICATION** *(Completion of this section is voluntary):*

##### **a) Language Proficiency**

Other than English, are you fluent in another language (reading, writing, speaking)?

YES ☐ NO ☐ If "YES", what other language(s): \_\_\_\_\_

##### **b) Gender**

Select the option you identify with:

Female ☐ Male ☐ Gender-Fluid, non-binary, two-spirit ☐ Prefer not to answer ☐

##### **c) Indigenous Identity**

Do you identify as Indigenous? YES ☐ NO ☐ Prefer not to answer ☐

If "YES", select the option you identify with: First Nation ☐ Métis ☐ Inuit ☐

**COMPETENCIES** *(select all that apply):*

- |  |   |
|--|---|
| <input type="checkbox"/> Knowledge of Indigenous and/or Mainstream Sport                     | <input type="checkbox"/> National Non-Profit Leadership                         |
| <input type="checkbox"/> Knowledge of First Nations, Inuit, and Métis contexts and realities | <input type="checkbox"/> Governance (governance Board roles & responsibilities) |
| <input type="checkbox"/> Executive level leadership  | <input type="checkbox"/> Human Resources Management                             |
| <input type="checkbox"/> Policy Development & Analysis                                       | <input type="checkbox"/> Law, especially Indigenous Law                         |
| <input type="checkbox"/> Risk Management   | <input type="checkbox"/> Research & Development                                 |
| <input type="checkbox"/> Finance/Accounting/Banking  | <input type="checkbox"/> Media / Marketing / Public Relations                   |
| <input type="checkbox"/> Government Relations / Strategic Connectivity                       | <input type="checkbox"/> Fundraising/Revenue Generation                         |
| <input type="checkbox"/> Organizational Development / Strategic Planning                     |   |

**Other:**

**FOR INCUMBANTS ONLY:**

*Please identify the standing committees you support, your role and the number of meetings attended. Please also include any other external committee you formally represent ASC and your role.*

- |  |  |
|--|--|
| <input type="checkbox"/> Governance Committee      | <input type="checkbox"/> Programs Strategy Committee |
| <input type="checkbox"/> Finance Committee         | <input type="checkbox"/> Elders Council              |
| <input type="checkbox"/> Human Resources Committee |  |

**Other** *(please specify other external committees where you formally represent ASC):*

**STATEMENT OF INTEREST:** Please describe your interest and experience you would bring to the role of President OR Director for the ASC. (maximum 500 words).

**VIDEO SUBMISSION:** *Upload a 3-5 minute video responding to the following questions*

- What draws you to the work the ASC does?
- What experience do you have serving on a governance board and what were your main contributions?
- What perspectives or voices do you believe are important to include on a board like ours?
- What skills do you bring that could benefit our board as we continue to strengthen our governance model?

**Upload securely to:** [ASC 2025 Board of Directors Nominee Video Submission](#)

**Instructions to upload video:** See Appendix D

**ACKNOWLEDGEMENT**

By completing and submitting this form to the Aboriginal Sport Circle Nominations Committee, the undersigned acknowledges and agrees that they:

- wish to be considered as a candidate for a position on the Board of Directors;
- meet the eligibility criteria and accept the conditions of nomination as described;
- have provided truthful information on this application and video; and
- will promptly disclose to the Aboriginal Sport Circle any conflict of interest.

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Application Package Checklist:**

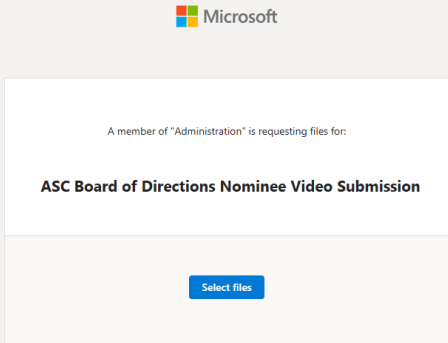
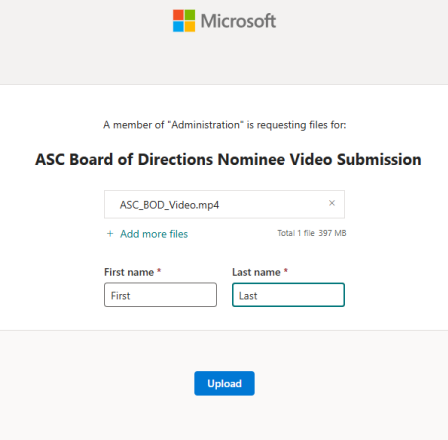
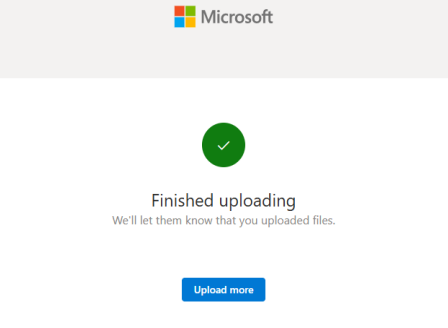
- |   |                          |
|---|--------------------------|
| 1. Completed Application Form             | <input type="checkbox"/> |
| 2. Resume/CV                              | <input type="checkbox"/> |
| 3. Two (2) Reference Letters              | <input type="checkbox"/> |
| 4. Video Submission                       | <input type="checkbox"/> |
| 5. If possible, include a recent headshot | <input type="checkbox"/> |

Please submit completed application package to:  
ASC Nominations Committee at:  
[nominations@aboriginalsportcircle.ca](mailto:nominations@aboriginalsportcircle.ca)  
**by August 25, 2025, at 5:00 PM (Pacific)**

## Appendix D: Video Upload Instructions

This can be done both on a computer or from your smart device.

Click on link: [ASC 2025 Board of Directors Nominee Video Submission](#)

 <p>The screenshot shows the Microsoft OneDrive interface. At the top is the Microsoft logo. Below it, a message states: 'A member of "Administration" is requesting files for:'. The title of the request is 'ASC Board of Directions Nominee Video Submission'. A blue button labeled 'Select files' is centered below the title.</p>	<p>1. Click <b>Select files</b></p>
 <p>The screenshot shows the Microsoft OneDrive interface. At the top is the Microsoft logo. Below it, a message states: 'A member of "Administration" is requesting files for:'. The title of the request is 'ASC Board of Directions Nominee Video Submission'. A file named 'ASC_BOD_Video.mp4' is shown with a size of 'Total 1 file: 397 MB'. Below the file name are two input fields for 'First name *' and 'Last name *'. A blue button labeled 'Upload' is centered below the input fields.</p>	<p>2. Browse to the appropriate folder and select the appropriate file. If you need to add additional files, select <b>Add more files</b>.</p> <p>Type in your First and Last name and click <b>Upload</b>.</p>
 <p>The screenshot shows the Microsoft OneDrive interface. At the top is the Microsoft logo. Below it, a green checkmark icon is displayed. The text 'Finished uploading' is centered, followed by the message 'We'll let them know that you uploaded files.' A blue button labeled 'Upload more' is centered at the bottom.</p>	<p>3. You'll receive confirmation that your video has been uploaded and ASC will get a notification that files have been successfully uploaded.</p>