

2023

# ASC Board of Directors Expression of Interest



ABORIGINAL SPORT CIRCLE

2451 Riverside Drive

Ottawa, ON K1H 7X7

[www.aboriginalsportcircle.ca](http://www.aboriginalsportcircle.ca)

# TABLE OF CONTENTS

---

- NOTE FROM THE NOMINATIONS COMMITTEE CHAIR ..... 2
- ABOUT THE ABORIGINAL SPORT CIRCLE..... 2
- ABOUT THE BOARD OF DIRECTORS ..... 3
  - CURRENT BOARD OF DIRECTORS..... 3
  - POSITIONS AVAILABLE ..... 3
- ABOUT YOU..... 4
  - COMPETENCIES..... 4
  - ELIGIBILITY..... 4
  - INELIGIBILITY ..... 4
- EXPECTATIONS OF YOU AS A BOARD OF DIRECTOR ..... 5
  - BOARD PARTICIPATION..... 5
  - COMMITTEE PARTICIPATION ..... 5
  - DIRECTOR RESPONSIBILITIES ..... 5
- NOMINATIONS PROCESS ..... 6
  - NOMINATIONS COMMITTEE AUTHORITY..... 6
- APPENDICES ..... 7
  - APPENDIX A: ASC BYLAWS ..... 7
  - APPENDIX B: ASC MEMBERSHIP CONTACT LIST ..... 8
  - APPENDIX C: APPLICATION FORM – 2023 ELECTION – BOARD OF DIRECTORS..... 9

## NOTE FROM THE NOMINATIONS COMMITTEE CHAIR

---

Dear Prospective ASC Board Member,

On the behalf of our Directors, our members and our national office staff, thank you for your interest in becoming a part of our Board.

In 2021, the Aboriginal Sport Circle (ASC) celebrated 25 years of advocacy for the improvement of First Nations, Inuit and Métis well-being through sport, physical activity, recreation and traditional sport.

The ASC and its member organizations, the Provincial/Territorial Aboriginal Sport Bodies, are successfully building effective programs, networks and strategies that bring about changes in Canada's sport, recreation, health and infrastructure systems and policies so that those sectors are more equitable for and accessible to Indigenous people.

We hope you will put forward a nomination to be considered and potentially join us in this important work.

Regards,

Brendon Smithson  
Chair, Nominations Committee, Aboriginal Sport Circle

## ABOUT THE ABORIGINAL SPORT CIRCLE

---

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

---

The Board of Directors is the legal governing authority for the ASC. The Board of Directors consists of 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 Corporation 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 Chief Executive Officer (CEO) 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.....	(2021 – 2023)
Janice Forsyth.....	Vice-President.....	(2022 – 2024)
Brendon Smithson .....	Director.....	(2022 – 2024)
Jolyne Watson.....	Director.....	(2022 – 2024)
Edward (Sonny) Albert.....	Director.....	(2021 – 2023)
Charly Buyck.....	Director.....	(2021 – 2023)
Robert (Bobby) Henry .....	Director.....	(2021 – 2023)
Angella Pinay.....	Director.....	(2021 – 2023)

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 5 vacancies you can submit your interest for.

- President – 2 Year Term (2023 – 2025)
- 3 Director Positions – 2 Year Term (2023 – 2025)
- 1 Director Position – 1 Year Term (2023 – 2024)

The elected term officially begins immediately following the ASC Annual General Meeting, which this year will fall on September 26, 2023.

## ABOUT YOU

---

A Director must be fully informed on organizational matters, review all relevant materials and be an active participant in Board and/or Committee deliberations and decisions. See Bylaws in Appendix A.

Ideally, candidates should have lived experience as an Indigenous person and be knowledgeable about Indigenous sports and physical activities, especially as it applies to youth and community development. Candidates must also have demonstrable 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

---

## BOARD PARTICIPATION

The Board of Directors meet at minimum 4 times per year, gearing towards a quarterly schedule to meet the needs of the organization.

- 4 – Regular Meetings (mix of virtual and in-person)
- 1 – Annual General Meeting/Assembly (typically in-person)

There is potential for the need for additional special meetings to ensure that the business of the organization is taken care of, and ASC staff have the direction they need to help meet strategic goals. There is a high possibility that the Annual General Meeting and Special Meeting of the Members would be in-person and would potentially require travel.

There are also going to be opportunities for the Board of Directors to act as a representative at special events or meetings and would potentially require travel either during the week or weekend.

Board meetings typically takes place in the early evening or weekends. The timing can vary as the Board members can be in different time zones.

## COMMITTEE PARTICIPATION

There are currently 4 active sub-committees of the Board of Directors that assist with the organization operations. It would be expected for Board members to participate on or Chair at least one committee.

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

Each committee has specific Terms of Reference that guide their work. Each committee reports to the Board of Directors.

The frequency that each committee meets varies between monthly and quarterly, dependant on the need. A committee meeting typically lasts 1-2 hours and takes place in the early evening or weekend.

Via a regular motion, the Board may create other committees as is deemed necessary.

## 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 CEO and staff.
- 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 BOD and CEO annual evaluation.
- Represent the ASC to stakeholders and act as an ambassador to the organization.

## NOMINATIONS PROCESS

---

Interested individuals are to submit a completed nominations package to the Nominations Committee by Sunday, August 27, 2023, at 5:00 PM (Pacific). Please see Appendix B for requirements.

A completed nominations package will include:

1. Completed ASC Applications Form – 2023 Election – Board of Directors (Appendix B)
2. Updated resume or curriculum vitae (CV)
3. Two reference letters that endorse the nomination (1 personal or professional, and 1 from a member PTASB (*see Appendix B for contact list*))
4. Declaration of availability to present for 3 minutes at the Virtual Annual General Meeting.

The Nominations Committee will review each nominee’s submission and submit to the Board of Directors for approval. Eligible nomination submissions will be distributed to the membership prior to the AGM.

The election for the 5 positions will take place on September 26, 2023, via a Virtual Annual General Meeting of the Members. Electors will be 1 voting delegate from each membership organization.

Article 4.6 of the ASC’s bylaws state that current Directors who are at the end of their term, and who are seeking re-election, are not required to submit a nomination package to be eligible to run. However, they must fill out the Application Form (excluding the written Statement of Interest, resume/CV, and reference letters) and specify their availability for the 3-minute presentation.

## NOMINATIONS COMMITTEE AUTHORITY

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

- Establish the nominations procedures.
- Review each nominations submission for completeness.
- Confirm the candidate’s eligibility.
- Ensure the membership receives valid nominations profiles.

## APPENDICES

---

### 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	Shannon Dunfield	s.dunfield@isportab.com
British Columbia	Indigenous Sport, Physical Activity & Recreation Council	Rick Brant	rbrant@isparc.ca
Manitoba	Manitoba Aboriginal Sports & Recreation Council Inc.	Mel Whitesell	mel.whitesell@masrc.com
New Brunswick	Aboriginal Sport & Recreation New Brunswick	Cathy Ward	cathy.ward@asrnb.ca
Newfoundland & Labrador	Aboriginal Sport & Recreation Circle of Newfoundland and Labrador	Valentina Nolan	facilit8asrcnl@gmail.com
Northwest Territories	Aboriginal Sports Circle of the Northwest Territories	Aaron Wells	aaron@ascnwt.ca
Nova Scotia	Mi'kmaw Sport Council of Nova Scotia	Tex Marshall	tex@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	April Tipewan	april.tipewan@fsin.com
Yukon	Yukon Aboriginal Sport Circle	Gaël Marchand	ed@yasc.ca

APPENDIX C: APPLICATION FORM – 2023 ELECTION – BOARD OF DIRECTORS



**ABORIGINAL SPORT CIRCLE  
APPLICATION FORM – 2023 ELECTION – BOARD OF DIRECTORS**

**Application is due: August 27, 2023, 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:

Woman  Man  Gender-fluid, non-binary, two-spirit  Prefer not to answer

**c) Indigenous Identity**

Do you identify as First Nation, Métis or Inuit?

Yes  No  I prefer not to answer

If “Yes”, select the options you identify with:

First Nations  Métis  Inuit

**Statement of Interest:** Please describe your interest and experience you would bring to the role of President or Director for the ASC. See **Page 4** for list of competencies to complete this section **(maximum 500 words)**.

Signed: \_\_\_\_\_

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

**Application Package Checklist:**

- 1. Completed Application Form
- 2. Resume/CV
- 3. Two (2) reference letters   
*1 personal or professional, and 1 from a member PTASB*
- 4. I am available on September 26, 2023, to do a 3-minute presentation Yes  No   
*If unavailable your nomination will still be considered but being available is preferable.*

Please submit completed application package to:  
ASC Nominations Committee Chair, Brendon Smithson at:  
[nominations@aboriginalsportcircle.ca](mailto:nominations@aboriginalsportcircle.ca)  
**by August 27, 2023, at 5:00 PM (Pacific)**