



**Newfoundland and Labrador Soccer Association**  
Election to the Board of Directors  
Nomination Form

Dear Prospective Board Candidate,

We're excited about your interest in joining the Newfoundland and Labrador Soccer Association (NLSA) Board. It's important to note that NLSA has transitioned from an Executive Board to a Governance Board in 2023. This means your role will focus on strategic oversight rather than daily operational activities. You'll be involved in setting long-term strategic directions, overseeing our financial health, ensuring compliance with legal and ethical standards, and monitoring the performance of our Executive Director. This shift allows us to better leverage your expertise in guiding NLSA towards achieving its mission and strategic objectives.

We strongly encourage individuals from diverse backgrounds to apply for positions on our Board. This includes Indigenous peoples, members of visible minorities, individuals of different genders, newcomers to Canada, individuals with accessibility needs, and residents from rural areas of Newfoundland and Labrador. Your unique perspectives and experiences are invaluable to us as we strive to foster an inclusive environment that reflects the community we serve. Together, we can ensure that our strategies and decisions benefit from a wealth of diverse insights, perspectives and knowledge.

**Application Process:**

To apply, please complete the Nomination Form starting on page four of this document and email your application to [nominations@nlsa.ca](mailto:nominations@nlsa.ca), no later than **Friday, March 15, 2024**. The Nominations Committee will validate all materials and send you a letter acknowledging receipt. Submitted documents of all candidates will then be reviewed and assessed in terms of qualifications for Board positions, current Board needs, requirements of the Strategic Plan, and the best interests of the NLSA. The Nomination Committee will then set up an interview time to further discuss your application, and forward recommended applicants to the Annual Meeting of the Members (AMM) for election, as provided for in the *By-laws*. Recommended applicants will be asked to write a short bio to be posted to the NLSA website no later than Friday, March 29th and will participate in the election process at the AMM. Following the AMM, newly elected candidates will take part in an orientation to familiarize themselves with NLSA's strategic objectives, governance structure, and current initiatives.

**Responsibilities and Commitment:**

Board members are expected to commit to a three-year term (except for completion of terms), with the possibility of re-elections and participate in bimonthly board meetings and committee work. Ideal candidates will have a passion for soccer and community development, along with a strong commitment to the NLSA's mission and values. We value a collaborative approach to decision-making and seek individuals who are eager to engage in constructive dialogue and strategic thinking.



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In 2024, we are recruiting for **three Directors** (three-year terms) and a **President** (two-year term, to complete the term of the President) on the NLSA Board of Directors, with responsibilities described below.

Roles	Responsibilities
Director	<ul style="list-style-type: none"> <li>● To take every measure to ensure that NLSA is governed effectively and, in particular, that the Board carries out those responsibilities with which it is entrusted by the Members;</li> <li>● To act at all times within the scope of the By-laws, Rules and Regulations, Code of Conduct and Ethics, Board Meeting Code of Conduct and other policies of NLSA and always in recognition of the principle that the Board's role is to govern and management's role is operational;</li> <li>● To contribute skills, knowledge, influence, and other assets that allow NLSA to carry forward with its priorities, plans and policies;</li> <li>● To act honestly, in good faith, and in the best interests of NLSA and not the interests of particular constituencies.</li> </ul>
President	<ul style="list-style-type: none"> <li>● Responsibilities of a director (see above).</li> <li>● To keep the Board focused on advancing the Mission and the priorities and plans of the NLSA;</li> <li>● To ensure that the Board develops and implements policies that guide the NLSA;</li> <li>● To ensure that the relationship between the Board and Executive Director remains positive, constructive and professional at all times;</li> <li>● To play a leading role in communicating the Mission and Core Values of the NLSA, the Strategic Plan, and information about the NLSA's activities to the NLSA's stakeholders;</li> <li>● To be the Board's direct link with the Executive Director in communicating the collective will of the Board;</li> <li>● To represent NLSA at meetings and events of Canada Soccer;</li> <li>● To ensure representation of the NLSA at meetings with the Government of Newfoundland and Labrador;</li> <li>● To bind the NLSA only with the consent of the Board;</li> <li>● To carry out the responsibilities of Director and Officer of the NLSA.</li> </ul>



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**Identifying Our Needs through Self-Assessment:**

As part of our commitment to continuous improvement and strategic alignment, the NLSA conducted a self-assessment to identify gaps in our Board's composition and expertise. This process helped us pinpoint specific skills, experiences, and perspectives we are actively seeking to integrate into our governance structure. For 2024, we identified the following needs:

1. **Legal Expertise;**
2. **Financial Expertise;**
3. **Marketing, Communications & Media Relations;**
4. **Governance Board Experience;**
5. **Cybersecurity and Risk Management Experience;**
6. **Human Resources.**

We encourage you to reflect on your unique qualifications and how they align with our current needs.

If you possess expertise in areas we've identified as critical, we especially welcome your application. We also aim to enhance our Board's diversity in terms of gender (in 2024, we aim to enhance the gender diversity in our board, and we are committed to a Board that includes directors who self-identify as women and/or gender diverse people, as per the NLSA Bylaw requirements.<sup>1</sup>), geographic representation (in 2024, we need a new director to be located in Central as per the NLSA Bylaws requirements), cultural background, and professional experience to ensure we fully represent the soccer community in Newfoundland and Labrador.

The form below will help us understand how you can fill these strategic gaps and contribute to a well-rounded, diverse, effective Board. This alignment not only enriches our decision-making processes but also strengthens our capacity to navigate the challenges and opportunities ahead.

**Contribution to NLSA's Mission:**

Your participation on the Board will be crucial in shaping the future of soccer in Newfoundland and Labrador. Through strategic oversight, you will help guide NLSA in expanding its reach, enhancing player development, and fostering a love for the game within our communities.

We look forward to receiving your application and potentially welcoming you to our team. Together, we can make a significant impact on soccer in Newfoundland and Labrador.

Best regards,

NLSA Board Nominations Committee

*Renee Sherstobetoff (co-chair) - she/her/hers*     *Judi Kelloway - she/her/hers*  
*Florian Villaumé (co-chair) - he/him/his*     *Paul North - he/him/his*

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<sup>1</sup> Our bylaws have the following criteria: "The Board shall have no more than 6 of its Directors from one gender".



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**NOMINEE**

**Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

**Position being nominated for:**

- Director**
- President**

**Nominee's Declaration:** I confirm that the above information is correct and I agree to have my name put forward for consideration by the membership for the position indicated on the NLSA Board of Directors at its next Annual General Meeting.

**Signature of Nominee:** \_\_\_\_\_

**NOMINEE QUESTIONNAIRE**

1. What gender do you identify with?

Self-Describe: \_\_\_\_\_

Our organization is working towards a board that values diversity and ensures representation from a variety of genders. We will use that information as part of the election process and delete it afterwards.

2. Does the Nominee hold a position as a Director or employee of an Association, Club or League Member?

- YES (If elected must resign from that position within ninety (90) days of the election)
- NO

3. Which geographic region, as defined in the NLSA bylaws, does the Nominee reside?

- Central
- Eastern - Metro
- Eastern - Rural
- Labrador
- Western



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4. Select any of the statements that are true:

- The Nominee is less than 18 years of age
- The Nominee has been declared incapable by a court in Canada or in another country
- The Nominee has the status of a bankrupt
- The Nominee has not met the requirements of NLSA regarding the passing of a criminal record check or a vulnerable sector record check<sup>2</sup>
- The Nominee is a paid employee of NLSA, any of its Members, or any organization where a conflict of interest may exist
- The Nominee is a member of a Judicial Body of Canada Soccer or of NLSA or who has decision making authority within the judicial processes of NLSA
- The Nominee is a consultant or contractor for NLSA or any of its Members, or any organization where a conflict of interest may exist

Satisfactory criminal and vulnerable sector records will be required once elected.

**NOMINEE COMPETENCIES**

Please select the level of competency/expertise that you will bring to the NLSA Board  
 0=minimal (0-2 years), 1=intermediate (3-9 years), 2=expert (10+ years)

**1. Functional competencies**

	<b>0</b>	<b>1</b>	<b>2</b>
Senior Executive Leadership (e.g. CEO, CFO, VP)			
Organizational performance assessment			
Human resource management			
Legal			
Strategic planning			
Risk management			
Policy development			
Finances management			

<sup>2</sup> The Human Rights Act prohibits discrimination based on unrelated criminal convictions. There is a process in place for reviewing applications from people with criminal convictions.



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**2. Business competencies**

	<b>0</b>	<b>1</b>	<b>2</b>
Sales			
Fundraising/philanthropy/foundation			
Corporate partnerships			
Marketing			
Traditional media (e.g., TV, radio, print)			
Social media			
Public relations and communication			
Cybersecurity			

**3. Board Governance expertise**

	<b>0</b>	<b>1</b>	<b>2</b>
Director of publicly traded company			
Director of private company			
Director of Sports organization (e.g., professional or amateur club, provincial)			
Director of Association (e.g., not-for-profit)			
Professionally licensed as a Director (e.g., C. DIR, ICD.D)			

**4. Subject matter expertise**

	<b>0</b>	<b>1</b>	<b>2</b>
Newfoundland and Labrador Soccer Association			
Canada Soccer			
Concacaf			
FIFA			
Canadian sport policy			



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Knowledge about grassroots soccer (e.g., LTPD)			
Equity, diversity, inclusion and accessibility			
Government relations - federal			
Government relations - provincial			
Government relations - municipal			

**5. Sport/athletic expertise**

	<b>0</b>	<b>1</b>	<b>2</b>
Player/athlete (soccer)			
Coach			
Official/referee			
Athlete (not soccer)			
Sport management/administration			

**6. Equity, Diversity, Inclusion and Accessibility**

Do you wish to self-identify as one or more of the following designated groups? (Answering this question is optional). We are collecting this information to monitor the diversity of candidates to the NLSA board. We will not use this information as part of the election process and this information will be deleted once the process is completed.

- Women or gender minorities
- 2SLGBTQIA+ community
- New Canadian or refugee
- Persons living with disabilities
- Indigenous
- Other underrepresented or equity-deserving group
- I am not a member of an underrepresented or equity-deserving group
- Other
- Prefer not to say/identify



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**NOMINATOR**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

**Signature of Nominator:**

\_\_\_\_\_

**SECONDER**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

**Signature of Seconder:**

\_\_\_\_\_

**Nominee, Nominator and Seconder must be members in good standing with the NLSA.**