



**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, September 27th, 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 applicant(s) to the Board of Directors for an appointment as director until the next Annual Meeting of the Members (AMM), as provided for in the *By-laws*. Following Board approval, newly appointed candidates will take part in an orientation to familiarize themselves with NLSA's strategic objectives, governance structure, and current initiatives.

**Responsibilities and Commitment:**

Newly appointed Board members are expected to commit until the next AMM 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.

We are currently recruiting for two directors (until the next AMM) on the NLSA Board of Directors who self-identify as women and/or gender diverse people with one of the directors



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being located in Central, as per the NLSA Bylaw requirements<sup>1</sup>. The responsibilities are 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> |

**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. We identified the following needs:

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

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

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.

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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” and the current Board of Directors has now six directors who self-identify as men. Our Bylaws also state that “At least one (1) Director position must be filled by individuals who are resident in each of the following regions [...]: Central, Eastern - Metro, Eastern - Rural, Labrador, and Western.



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**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*

**NOMINEE**

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

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

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

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

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

**Position being nominated for:**

**Director**

**Nominee's Declaration:** I confirm that the above information is correct and I agree to have my name put forward for consideration by the Nomination committee for the position of director on the NLSA Board of Directors.

**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.



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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
  
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                       |          |          |          |

<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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|                     |  |  |  |
|---------------------|--|--|--|
| Legal               |  |  |  |
| Strategic planning  |  |  |  |
| Risk management     |  |  |  |
| Policy development  |  |  |  |
| Finances management |  |  |  |

**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)                      |          |          |          |



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**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                          |          |          |          |
| 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



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- 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

**NOMINATOR**

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

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

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

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

**Signature of Nominator:**

\_\_\_\_\_

**SECONDER**

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

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

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

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

**Signature of Seconder:**

\_\_\_\_\_

**Nominee, Nominator and Seconder must be resident of Newfoundland and Labrador and not in bad standing with the NLSA.**