



11759 Groat Road, Edmonton, Alberta, Canada T5M 3K6

www.tennisalberta.com

(780) 415-1661

## GUIDANCE FOR BOARD NOMINATIONS

Dear Tennis Alberta Full Club Members,

The Governance and Nominating Committee (the Committee) of the Tennis Alberta Board of Directors wish to provide the following guidance regarding the 2024 Board nominations process:


1. The process for election and appointment of Directors is conveyed under the Alberta Tennis Association’s bylaws, specifically sections 6.1 Directors, 6.2 Procedure for Election and Appointment of Directors, 6.3 Term of Directors and 6.4 Appointment of Directors. The bylaws provide for the election of a maximum of eleven (11) elected Directors and two (2) appointed by the Board. Full Members (voting members) may put forth nominees for consideration to serve as elected Directors to be voted on at the next Annual General Meeting (AGM).
2. The table below provides a complete listing of existing Board members, including their tenure status and areas of expertise, to assist full members in determining their nominees.

NAME	POSITION / MEMBER CLUB	ELECTED / APPOINTED	ELIGIBLE FOR ELECTION	YEAR OF TERM COMPLETED AS OF 2024	AREAS OF EXPERTISE
Mike Bennett	President Calgary Winter Club	Elected	X	2 of 2	Business, Finance, Governance, Organizational Structure
Chris Zelyas	Vice President Capilano	Elected	X	2 of 2	Governance, Organizational Structure, Legal/Regulatory
Vacant	Vice-President Finance		X		
Marlene Gukert	Secretary / Aforza	Elected	X	2 of 2	Business, Governance
Jerrold Diamond	Director/ Royal Glenora	Elected	X	2 of 2	Business, Governance
Barbara Rypien	Director/ Calgary Winter Club	Elected		1 of 2	Personal Effectiveness, Board Experience
Patrick Thomas	Director Calgary Tennis Club	Elected		1 of 2	Community Relations, Board Experience
Matias Grum	Director Glencoe Club	Elected		1 of 2	Business, Finance, Governance
Vacant	Director		X		
Vacant	Director		X		
Vacant	Director		X		



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3. Nominees with strong leadership experience and expertise in governance, communications, business management, accounting, fundraising, information technology, human resources, policy development, strategic planning, Government relations, risk management, facility development and community outreach would be of value to the Board and are strongly encouraged at this time. Prior Board experience is also highly recommended.

4. Tennis Alberta seeks to maintain a Board comprised of talented and dedicated directors with a diverse mix of experience, skills and backgrounds reflecting the strategic needs of the business and the nature of the environment in which the Company operates.

When assessing the Board composition or identifying suitable candidates for appointment or re-election to the board, the organization will consider candidates using objective criteria having due regard to the benefits of diversity and the needs of the Board. For purposes of this policy, diversity includes business experience, geography, age, gender, visible minorities, Aboriginal peoples, persons with disabilities, sexual orientation and other personal characteristics.

Effective for the 2017 AGM, and as amended in the Association's bylaws, there shall be no more than two representatives on the Board from any one Full Member at any given time. In addition, the composition of the Board shall be based on regional representation from three or more cities/towns and include seasonal and year-round tennis clubs.

**Following a Board of Directors motion and vote, as of October 2018, parents of active junior players will not be eligible candidates for nomination as directors of the board nor for standing committees.**

Once elected, Directors are expected to attend Board meetings, typically held at a minimum, on a quarterly basis. Directors may also be asked to serve on special committees of the Board as required occasionally. In accordance with section 6.2 Procedure for Election and Appointment of Directors, nominations must be submitted to [admin@tennisalberta.com](mailto:admin@tennisalberta.com) by June 5, 2024. A copy of the Board Nomination Form is attached and the required Board Profile & Competency Matrix is attached. This form must be completed, along with providing a brief statement of the Nominee's professional background and experiences. Incomplete forms and/or insufficient information may make the nomination invalid.

5. Section 6.3 Term of Directors specifies that Directors shall hold office for a term of two years. Officers may not serve more than two consecutive two-year terms in any one officer position. In addition, service on the Board is limited to a cumulative maximum of 10 years of service. The President, Vice President, Vice President Finance and the Secretary (also known as the Executive Committee) are considered Officers of the Association.

6. The deadline for nominations is June 5, 2024. Upon receipt, the Governance and Nominating Committee will prepare a preliminary list of candidates that meet the experience and expertise criteria provided in section (3) above. The Committee will then discuss the preliminary list of candidates with the presidents of each Voting Member and the Board. Following this consultation, the Committee will then prepare a slate of nominees to be sent to all Full Members for the purpose of voting at the AGM.



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## PROCEDURE FOR NOMINATIONS

Each Voting Member of the Society may submit nominations. All nominations must be signed by an officer of the Voting Member, and the Nominee has endorsed their consent to such nomination. Each nomination must be accompanied by a brief curriculum vitae regarding the candidate’s professional background and experience in tennis and other organizations.

The deadline for nominations is Wednesday, June 5, 2024, at 5:00 pm.

Nomination forms can be emailed to [admin@tennisalberta.com](mailto:admin@tennisalberta.com)

Up to eight (8) Director positions are available for nomination at this time.

### FOR NOMINATIONS, PLEASE FILL OUT THE FORM BELOW

The \_\_\_\_\_, (Name of Member Club) a member in good standing, hereby nominates \_\_\_\_\_, (Name of Candidate) for election to the Alberta Tennis Association Board of Directors, of which the Nominee has experience in the following areas of expertise \_\_\_\_\_, and wishes to be considered for one of the open director positions.

\_\_\_\_\_  
Signature of Club’s Officer

\_\_\_\_\_  
Title of Club’s Officer

\_\_\_\_\_  
Date

### ENDORSEMENT

I, \_\_\_\_\_, hereby accept the above nomination.


\_\_\_\_\_  
Candidate’s Signature

\_\_\_\_\_  
Date



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## BOARD PROFILE & COMPETENCY MATRIX TOOL

This tool provides a list of critical competencies organized in three major areas. These competencies are intended to balance professional experience, environmental or contextual knowledge, and personal attributes and skills.

The competencies listed below are examples that can be used to create an overall board profile and inform the development of a unique competency matrix, recruitment postings, and director profiles for specific vacancies. Public agencies are encouraged to tailor the competencies to best suit their needs and accurately reflect the requirements of that board.


Please note that following the Board of Directors motion and vote, as of October 17, 2018, parents of active junior players will not be eligible candidates for nomination as directors of the board nor for standing committees.

COMPETENCY AREA	CRITICAL COMPETENCIES	BRIEF DESCRIPTION
Relevant Professional Experience	<ul style="list-style-type: none"> <li>- Governance</li> <li>- Business/Management</li> <li>- Legal/Regulatory</li> <li>- Human Resources</li> <li>- Accounting/Financial</li> <li>- Risk Management</li> <li>- Public Relations/Media</li> </ul>	The candidate has professional/volunteer experience that is relevant and valuable to the board of the public agency.
Specialized Environmental Knowledge	<ul style="list-style-type: none"> <li>- Government/Public Policy</li> <li>- Community/Stakeholder Relations</li> <li>- Industry/Sector</li> </ul>	The candidate has specialized knowledge of the environment or context affecting the board of the public agency.
Personal Effectiveness Skills	<ul style="list-style-type: none"> <li>- Leadership/Teamwork</li> <li>- Strategic Thinking/Planning</li> <li>- Critical Thinking/Problem Solving</li> </ul>	The candidate has personal skills or attributes of value to the board of the public agency.
Other	Additional competencies may be identified that do not fall within the categories provided above but are essential to the public agency's needs.	



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### RELEVANT PROFESSIONAL EXPERTISE

Governance Experience	The applicant has experience with or is able to demonstrate knowledge or expertise in board governance in the private, public, and/or voluntary/non-profit sector. The applicant has a clear understanding of the distinction between the role of the board versus the role of management. Governance experience could be acquired through prior board or committee service or reporting to/or working with a board as an employee.
Business/Management Experience	The applicant has experience with or is able to demonstrate knowledge or expertise in sound management and operational business processes and practices in the private or public sector. This competency may include an understanding of topics such as managing complex projects, leveraging information technology, planning and measuring performance, and allocating resources to achieve outcomes.
Legal/Regulatory Experience	The applicant has experience with or is able to demonstrate knowledge or expertise in legal principles, processes, and systems. This may include interpreting and applying legislation, experience with adjudicative or quasi-judicial hearings or tribunals, or an understanding of the legal dimensions of organizational issues.
Human Resources Experience	The applicant has experience with, or is able to demonstrate knowledge or expertise in, strategic human resource management. This may include workforce planning, employee engagement, succession planning, organizational capacity, compensation, and professional development. Depending on the public agency, knowledge or expertise in performance management and evaluation may be a related asset
Accounting/Financial Experience	The applicant has experience with, or is able to demonstrate knowledge or expertise in, accounting or financial management. This may include analyzing and interpreting financial statements, evaluating organizational budgets and understanding financial reporting.
Risk Management Experience	The applicant has experience with, or is able to demonstrate knowledge or expertise in, enterprise risk management. This may include identifying potential risks, recommending and implementing preventive measures, and devising plans to minimize the impact of risks. This competency may also include experience or knowledge of auditing practices, organizational controls, and compliance measures.
Public Relations and Media Experience	The applicant has experience with, or is able to demonstrate knowledge or expertise in, communications, public relations or interacting with the media. This may include knowledge of effective advocacy and public engagement strategies, developing key messages, crisis communications, or social media and viral marketing.



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**SPECIALIZED ENVIRONMENTAL KNOWLEDGE**

Government/Public Policy Knowledge	The applicant has experience with or is able to demonstrate knowledge or expertise of the broader public policy context affecting the public agency. This may include the strategic priorities of government and the relationship between those priorities and the work of the public agency.
Community/Stakeholder Relations Knowledge	The applicant has experience with or is able to demonstrate knowledge or expertise of the community or communities the public agency serves, including the stakeholder landscape affecting the public agency. This may include a demonstrated capacity to build networks and foster trusting relationships with communities and stakeholders.
Industry/Sector Knowledge	The applicant has experience with or is able to demonstrate knowledge or expertise of the industry or sector the public agency operates within. This may include an understanding of particular trends, challenges and opportunities, or unique dynamics within the sector that are relevant to the public agency.

**PERSONAL EFFECTIVENESS SKILLS**

Leadership/Teamwork Skills	The applicant demonstrates an ability to inspire, motivate and offer direction and leadership to others. The candidate also demonstrates an understanding of the importance of teamwork to the success of the board. This may include an ability to recognize and value the contributions of board members, staff, and stakeholders.
Strategic Thinking/Planning Skills	The applicant demonstrates an ability to think strategically about the opportunities and challenges facing the public agency and to engage in short, medium and long-range planning to provide high-level guidance and direction for the public agency.
Critical Thinking/Problem-Solving Skills	The applicant demonstrates an ability to apply critical thinking to creatively assess situations and to generate novel or innovative solutions to challenges facing the board of the public agency.