

Call For Directors

What is Sport New Brunswick?

Established in 1977, Sport New Brunswick is the leading support agency for sport systems throughout the province. We drive sport participation, facilitate system development, strengthen coaching and leadership, and serve our membership of approximately 70 provincial and multi-sport organizations. We currently employ five permanent full-time staff members, eight long-term contract employees, as well as summer students, interns, and other casual employees. We are currently undergoing an organizational transformation in response to the Envisioning Sport Report (2022), which describes the tremendous potential for the province of New Brunswick to establish itself as a leader in the modernization and enhancement of the sport sector. Recent changes have included a merger with Coach New Brunswick, the establishment of new By-laws, and an increase in staffing capacity to better serve New Brunswickers' sport-related needs.

For the upcoming election, Sport NB and the Nominations Committee are seeking individuals who are committed to fostering collaborative, inclusive, and accessible sport systems. Ideal candidates will value being part of an organization that empowers New Brunswickers through sport participation, system development, and leadership – reflecting the mission and diverse communities Sport NB serves.

How is the Board of Directors structured?

The composition of the Board of Directors is outlined in the Sport NB bylaws as follows:

Composition of the Board:

4.1 Directors – The Board will consist of nine (9) Directors.

4.2 Directors – Directors may be appointed, by the Board, to serve in Officer positions (see Article V) and/or as Directors of various portfolios related to the operations of Sport NB. Directors may have more than one portfolio and may be assigned and removed duties by Ordinary Resolution of the Board.

4.3 Board Observer – An individual or representation of an organization (such as the Past President or a Key Volunteer) may be invited to serve as a Board Observer and attend meetings of the Board in a non-voting capacity provided the individual is interested in serving in the position and has been approved by Ordinary Resolution of the Board. Board Observers are not Directors and may be asked to leave a meeting (or part of a meeting) of the Board at the discretion of the Board at any time.

4.4 Government of New Brunswick - The Government of New Brunswick Ministry responsible for sport may appoint an employee of the Ministry as a government representative to attend meetings of the Board without vote.

4.5 Past President – The immediate Past President of Sport NB (or another Past President, at the Board's discretion) may be appointed into the position of Past President provided that this individual is interested in serving in the position and has been approved by Ordinary Resolution of the Board for a one (1) year term. The Past President is a Board Observer and not a Director.

Responsibilities

The Directors have the responsibility for setting directions, establishing policy, and overseeing the activities of the organization. More specifically, Directors must:

- Support the objectives and activities of the organization.
- Read and understand the financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
- Attend meetings of the Board and actively participate in decision-making.

- Share their areas of expertise with the Board.
- Be an advocate and ambassador for the organization.
- Obtain various means of support for the organization, such as sponsorships, advertisers, members, exhibitors, speakers, etc.
- Fulfill the duties of care, obedience and loyalty to the organization.
- Participate in regular assessments to improve Board performance.
- Participate in strategic planning activities.
- Prioritize and monitor programs and services.
- Work to develop new leadership and recommend potential Directors to the Nominations Committee.
- Avoid conflicts of interest.
- Participate in the organization's conferences and meetings.

Time Commitment

Sport New Brunswick holds a minimum of four (4) meetings of the Board per year. Serving as a Director requires 8-10 hours in an average month. More time is required during the time period around the Annual Meeting, as well as for specific committees.

Term of Office

Elected Directors serve up to three terms of three (3) years, typically. The Directors elected in November 2025 will serve either one-year, two-year, or three-year terms to set the Board up for staggered terms.

Eligibility

In reference to sub-section 4.5 of the Sport NB By-laws, a Director must:

- Submit a Police Record Check, if requested;
- Submit a Bankruptcy check, if requested;
- Be a primary resident of New Brunswick;
- Be nineteen (19) years of age or older;
- Not have been found of unsound mind by a court in Canada or elsewhere;
- Not be a paid employee or contractor of Sport NB or its Members;
- Not have the status of bankrupt.
- Not be convicted of an offence under the Criminal Code (Canada) or the criminal law of any jurisdiction outside of Canada relating to:
 - Promotion, formation or management of a corporation; or
 - Fraud; unless three years have elapsed since the expiration of the period fixed for suspension of the passing of the sentence without sentencing or since a fine was imposed, or unless the term of imprisonment and probation imposed, if any, was concluded, whichever is the latest, but the disability imposed by this paragraph ceases upon a pardon being granted.

How will Board members be selected?

Directors are elected in accordance with Sport New Brunswick's By-laws.

Who is qualified to be a Director?

Directors should possess a majority of the following General Attributes and more than one of the Specific Skills:

Attributes	Skills
Commitment and capacity (time, energy, expertise) to fulfill the commitment as a Director	Accounting designation (CPA)- Treasurer position.
Knowledge about roles and responsibilities of a Director, Board and Staff	Legal designation
Experience in formulating policy	Professional qualifications (MD, PhD, MBA, Sport Science)

Experience in thinking strategically	Personnel Management (Human Resource Professional designation)
Knowledge about the community of sport	Media/Marketing/Public Relations contacts/experience
Ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks	Fundraising and funding source contacts
Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report	Administration/Management experience
Strategic connectivity to key clients	Government relations/contacts
Ethical and values based behavior	Organizational development/Strategic Planning experience
Representative of client population (athlete, coach, official, etc.)	Other skills valued by the Board of Directors
Self-identified equity-based attributes outlined in the Candidate Application Form	Government relations/contacts
Other attributes valued by the Board of Directors	Organizational development/Strategic Planning experience
	Other skills valued by the Board of Directors

Nominations

All individuals wishing to run for a position as a Director, including all current Directors who wish to re-offer, will be subject to nomination which requires the submission of a signed **Candidate Application Form** and supporting materials by the application deadline.

The Nominations Committee will conduct due diligence by reviewing the nominee's qualifications, the required skills and attributes, and potential conflict of interests or other significant matters which would preclude the nominee from successfully fulfilling the duties of a Director.

What information will be required to support each application?

Required Submission Material

Nominees are required to submit a completed Candidate Application Form, as well as a resume (with two relevant references) that is no more than three pages in length.

Optional Campaign Material

Once the Nominations Committee confirms the nominee's eligibility, the nominee may begin to inform individuals and organizations that they are running for election. Nominees can consider preparing campaign material for their candidacy to be used in their own advocacy efforts, such as the following:

- A **campaign platform** describing what the nominee would like to do to further the objectives of the Sport New Brunswick – this material may be as detailed or specific as the nominee desires
- A **headshot** photo
- A **biography** of the nominee (maximum 300 words)
- A **video** describing the nominee and/or the nominee's platform (maximum 30 seconds)
- **Testimonials/references** from other organizations or other individuals

What is the deadline for submitting applications?

Applications may be submitted by email to info@sportnb.com no later than October 14, 2026.