



BCTRA
BC Therapeutic Riding Association

2019

**BOARD DIRECTOR
CANDIDATE APPLICATION
PACKAGE**



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Welcome

Dear Prospective Candidate,

Thank you for your interest in serving on the BC Therapeutic Riding Association (BCTRA) Board of Directors.

In 1986 the BC Therapeutic Riding Association was formed for groups and individuals who wanted to provide horseback riding as therapy for people with disabilities. That original mission expanded beyond therapy to facilitate and promote para-equestrian opportunities for riders seeking to participate in the BC Summer Games and other competitive activities. Today, more than ever, we realize the powerful impact that partnering with horses can have and their ability to change the lives of anyone with special needs.

Therapeutic riding, para-equestrian development and equine-based therapeutic services are the pillars of our association as we strive to educate, support, and network with groups and individuals across the province. Our goals for our organization are:

- Partnering** We celebrate the horses who, in body, mind and spirit, are partnering in therapeutic riding and equine based therapeutic services across the province.
- Connecting** Through positive communications we strive to build networks of support to raise awareness, gather information, and support regional efforts.
- Developing** We offer support for instructors, coaches, and practitioners seeking accreditation with provincial, national, and international associations.
- Participating** We support individuals participating in therapeutic, recreational, and competitive settings and strive to connect riders and clients with programs and services across the province.
- Growing** We recognize and encourage the growth of new modalities, organizations, and individuals working within horse-related therapeutic activities.
- Sustaining** We consider self-sufficiency, program development and capacity building efforts of therapeutic riding centers in the province of British Columbia as the cornerstone of success.

For more information about BCTRA, please visit www.bctherapeuticriding.com.

Our Vision

We envision a community of support where all British Columbians can partner with horses to reach their ultimate potential.

Our Mission

Through networking, educational programming, and outreach activities we promote therapeutic riding, equine-based therapeutic services, and para-equestrian activities throughout the province.

Our Values

Respect. Integrity. Trust. Professionalism.



Vacancies: Per BCTRA Bylaw Article 4.1

BCTRA must have no fewer than 3 and no more than 7 directors. In 2019 there are three (3) vacancies as there are currently four (4) board members.

Terms of Office: Per BCTRA Bylaw Article 4.4

A term of office for elected members of the Board of Directors shall be two (2) years.

Term Limits: Per BCTRA Bylaw Article 4.5

A member can serve as an officer for a maximum of two (2) consecutive terms.

Eligibility: Per Society Act of BC Articles 43 and 44

Eligibility is subject to the Society Act of British Columbia which states in Article 43 that directors must meet the requirements of Article 44 as outlined in the Consent to Act form.

Competency of Nominees

All potential candidates' applications will be reviewed, and candidates interviewed by the Nominating Committee. The Nominating Committee shall provide the Members with a list of candidate Directors based on the skill set and diverse needs of BCTRA, thus ensuring we have all the strengths required, with province wide representation.

Candidate Application Process

Candidate Application Packages must include the following

1. Proof of BCTRA Individual Membership
2. Completion of BCTRA Board of Directors Nomination Form
3. Completion of Consent to Act form as proof of eligibility as outlined in the Society Act of BC
4. Sign BCTRA Code of Ethics
5. Nomination signature from a current BCTRA member
6. Personal reference contact information

Questions

If you have questions regarding your candidate application package, please email Kelly Parry, Administrative and Communications Coordinator at admin@bctherapeuticriding.com.

Key Timelines

May 1, 2019	Call for Nominations Opens
May 10, 2019	Call for Nominations Closes at 5pm PST
May 13, 14, 15, 2019	Interview selected candidates via conference call
May 20, 2019	Board of Directors publishes names of candidates with AGM Notice
May 20 – 28, 2019	Members cast ballot online; in the event of a tie members cast a second ballot
May 27, 2019	Members and candidates can participate in online AGM Zoom call
May 28, 2019	Voting Closes – Deadline midnight
June 3, 2019	Results will be announced to membership



Board Member Job Description

Orientation and training are provided to make sure directors are comfortable and knowledgeable in their role; previous board experience is an asset but not required.

You should be prepared to devote approximately 5-8 hours monthly to Board activities and plan for 10 monthly meetings per year.

Qualifications

A team player with an interest in Therapeutic Riding, Para-Equestrian Athlete Development and Equine Assisted Activities and Therapies.

- Commit time for regular Board meetings, committee meetings and planning sessions including a 2 day in person strategic planning meeting.
- Engage in critical thought and be committed to a vibrant future for the organization
- Prepare well for meetings, reviewing and commenting on minutes and reports
- Listen well and be thoughtful in considering issues
- Build a collegial working relationship that contributes to consensus
- Actively participate in the board's annual evaluation and planning efforts
- Understand the fiscal implications of decisions

Responsibilities

- Provide strategic leadership
- Be knowledgeable about the organization's values, mission, programs and performance
- Be an ambassador for the organization and promote its work in the community
- Ensure the organization's financial viability and sustainability
- Participate on committees if required

Application and Approval

- Candidate applications will be reviewed by a Board Nominating Committee for consideration and presented to the Board of Directors for interviews
- Prior to presentation to the membership, successful candidates must sign a Consent to Act form indicating that they meet the Society Act of BC bylaws for eligibility.



Nomination Form

Date	
Name	
Email	
Phone	
Address	

I certify that all the information I have provided is true and I agree to abide by the rules outlined in the BCTRA Director Application and policies listed below:

1. Candidate's Proof of BCTRA Individual Membership (may join at the time of application)
2. Completion of BCTRA Board of Directors Nomination Form
3. Completion of Consent to Act form as proof of eligibility as outlined in the Society Act of BC
4. BCTRA Code of Ethics
5. Nomination signature from a current BCTRA member
6. Personal reference contact information

REQUIRED SIGNATURES

CANDIDATE NAME	
Name (Print)	
Signature	
BCTRA Member No.	
<i>Or BCTRA Individual Membership Application with \$10 attached</i>	

BCTRA MEMBER NOMINATOR 1	
Name (Print)	
Signature	
BCTRA Member No.	
Telephone:	

PERSONAL REFERENCE NOMINATOR 2	
Name:	
Relationship:	
Email:	
Telephone:	



BCTRA Code of Ethics

BCTRA depends on the trust of the community to successfully achieve its mission. Therefore, it is crucial that all members conduct business on behalf of BCTRA with the highest level of integrity and avoid the appearance of any impropriety by abiding to the following principles:

1. Members should uphold the integrity of BCTRA and should perform their duties impartially and diligently.
2. Members should not engage in discrimination of any kind, including that based on: race, gender, age, country of origin, class, ethnicity, religion, sexual orientation, or belief system.
3. Members should protect and uphold members' right to privacy in their use of the BCTRA resources.
4. Members should immediately disclose to the Board any conflict of interest they may have about any official action or business before the Board, and abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest.
5. Members should avoid situations in which there is a reasonable probability that their personal interests may appear to be in conflict with the best interests of BCTRA.
6. Members should abstain from any official action in which their personal interest could reasonably be perceived as compromising their ability to act in a fair, impartial and objective manner.
7. Members should not use BCTRA resources, or allow BCTRA resources to be used, for their own benefit or personal use.
8. Members should not act in any way that may reasonably create an impression that they are engaged in conduct that violates their responsibilities towards BCTRA.
9. Members should not use or attempt to use their position with BCTRA to obtain personal privileges or advantages for themselves, their friends, or their families.
10. Members should not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties.
11. Members should strive to uphold the integrity of BCTRA and be respectful to their fellow BCTRA members in public settings.
12. If any Member appears to be in conflict with this policy, they will be asked to meet with the Board to discuss the issue. The Board will make a recommendation to all parties as to how to rectify the conflict. Failure to rectify the conflict to the satisfaction of the Board, or the law, may result in a Board recommendation for the termination of membership.
13. Members must fill out the membership form – either in person or online and check all appropriate boxes to be in compliance with this policy.

CANDIDATE NAME	
Name (Print)	
Signature	
BCTRA Member No.	



Consent to Act As Director

To: British Columbia Therapeutic Riding Association (the "Society")

I hereby consent to act as a director of British Columbia Therapeutic Riding Association. My consent will continue to be effective until I resign as a director, my term of office has expired or I revoke my consent.

I certify that I am not disqualified from acting as a director under s. 44 of the *Societies Act* (British Columbia) as presented below.

DATED [month, day, year].

[director name]

Prescribed Address*:

Delivery:

Mailing: same or [mailing address]

**Prescribed address is the "office" or place where an individual can usually be served during the hours of 9 a.m. to 4 p.m. on business days, or it is the individual's residential address. Delivery must be a physical address, while mailing may include or be a PO Box.*

SOCIETIES ACT (BRITISH COLUMBIA)

Persons qualified to be directors

44 (1) A person is qualified to be a director of a society only if the person is an individual who is at least 18 years of age.

(2) Despite subsection (1), an individual who is 16 or 17 years of age is qualified to be a director of a society if provided for in the regulations.

(3) Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is

(a) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,

(b) an undischarged bankrupt, or

(c) convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless

(i) the court orders otherwise,

(ii) 5 years have elapsed since the last to occur of



- (A) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,
 - (B) the imposition of a fine,
 - (C) the conclusion of the term of any imprisonment, and
 - (D) the conclusion of the term of any probation imposed, or
- (iii) a pardon was granted or issued, or a record suspension was ordered, under the *Criminal Records Act* (Canada) and the pardon or record suspension, as the case may be, has not been revoked or ceased to have effect.