



For New Board Members
District Information (page 1)
and Board Nomination Form (pages 2-6)

Welcome

Thank you for your interest in the South West District for Culture, Recreation and Sport Inc.

What Does the Board Do

The South West District for Culture, Recreation and Sport Board is a **policy governance board**. The Board assumes a strategic leadership role, rather than a management role, ensuring that the organization stays true to its vision, mission, values and desired outcomes/ends.

Board Meetings

There are approximately 7 meetings per year; 4 in person and 3 by Zoom video. Additional Board approval may be required throughout the year and will be handled by email discussion/motion.

Reference reading is sent out two weeks before each Board meeting. The Annual Trust Application is sent out about one month before the January meeting.

April	Regular Meeting	Face to Face
May	Approval of Audit	Email
June	Annual General Meeting	Face to Face
July	Orientation for New Members	Face to Face, In Home Community
August	Regular Meeting	Zoom
September	Strategic Planning Session	Face to Face
December	Regular Meeting	Zoom
January	Approval of Trust Application	Email
February	Regular Meeting	Zoom



New Board Member Nomination Form

Please submit to the SWDCRS Administration Office by May 1st

NOMINEE'S PERSONAL PROFILE

Name _____

Preferred Mailing Address _____

Physical Home Address _____

City/Town _____

Postal Code _____

Work Phone _____

Home Phone _____

Cell Phone _____

Preferred Email _____

Preferred Pronoun He She They Other: _____

Voluntary Self-Declaration – Do you self-identify as a member of any of the following?

First Nations/Métis/Inuit New Canadian

Senior (55+) Women

What is your age category?

20's 30's 40's 50+

What size community are you from?

City Town Village Hamlet RM

Other, please explain _____



Please indicate your background or area of experience. Check all that apply.

- | | | | |
|--|----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Sport | <input type="checkbox"/> Culture | <input type="checkbox"/> Heritage | <input type="checkbox"/> Recreation |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Tourism | <input type="checkbox"/> Health | <input type="checkbox"/> Municipal |
| <input type="checkbox"/> Other, please explain _____ | | | |

Please describe your history of volunteer work, employment and other interests (attach resume or additional information).

Why are you interested in becoming a Board Member for the South West District for Culture, Recreation and Sport Inc.? What skills and/or experiences can you bring to the Board of Directors?

Board members must be prepared to meet during evenings and/or weekends from time to time and must also be prepared to spend some time in committee work. Do you see this as a problem?



Have you ever been employed with the District? Please list employment start-end dates and position title.

Please note: Current or former employees may not hold a position on the District Board of Directors for 4 years after their employment. Employees whose employment was terminated may never hold a position on the Board.

Board members are required to submit a Criminal Records Check including vulnerable sector search. Criminal Records Checks must valid be for the 12-month period immediately prior to application.

The SWDCRS will reimburse for any expense incurred in completing the Criminal Records Check (receipt required).

Criminal Records Checks must be received prior to the Annual General Meeting each June.

A sample Criminal Records Check Letter of Request has been included on the last page.



BOARD MEMBERS' OATH

As a board member of the South West District for Culture, Recreation and Sport, I will:

- Support sport, culture and recreation as an essential service and advocate its many benefits
- Respect fellow board members, professionals, volunteers and participants involved in organization business, programs, and services
- Uphold the quality and honesty of the District and sign the Code of Conduct
- Respect the Policy Governance model of the organization and respect the division from Operational Policy
- Endeavour to attend all Board meetings, for the full meeting, to ensure quorum
- Consider it a personal responsibility to further the development of sport, culture and recreation
- Accept a broad definition of recreation, maximizing equal opportunity for all to participate in sport, culture and recreation activities of the organization
- Continue to develop as a sport, culture and recreation professional or volunteer through training
- Encourage responsible and responsive decisions that consider the sport, culture and recreational needs of all participants
- Work together with sport, culture and recreation partners and District members to provide opportunities in a cost-effective manner
- Include others in decision making and encourage them to share in the responsibility for programs and services
- Endeavour to see that District funds are expended efficiently, economically and in the best interest of the South West District for Culture, Recreation and Sport

Signature: _____

Date: _____



NOMINATORS

Must be members of the South West District which are: communities within the organization boundaries, including rural and urban municipalities, first nation bands and regional parks that provide services in culture, recreation and sport to residents; and individuals, other organizations, and commercial firms and businesses desiring to support the purposes and functions of the District.

Nominator #1 _____

Organization _____

Position _____ **Phone** _____

Nominator #2 _____

Organization _____

Position _____ **Phone** _____

NOMINEE'S ACCEPTANCE of NOMINATION

- I agree to allow my name to stand for nomination to the Board of Directors for the South West District for Culture, Recreation and Sport Inc.
- I agree to abide by the Organization's Code of Conduct.
- I agree to have my name and community published by the Organization.
- As per the qualifications of directors outlined in The Non-Profit Corporations Act, I attest that:
 - I am 18 years of age or older
 - I have not been found to be of unsound mind by a court in Canada, or elsewhere
 - I do not have the status of bankrupt
- I have submitted, or have enclosed, my Criminal Records Check (with Vulnerable Sector Search) and receipt.

Signature: _____ Date: _____

Please send completed nomination form (4 pages) to, or for additional information please contact:

Christie Saas, Executive Director
South West District for Culture, Recreation and Sport Inc.
#8 – 1410 Caribou Street West
Moose Jaw, SK S6H 7S9
P: 306-694-5525 F: 306-694-7907 E: christie@gosouthwest.ca



Criminal Records Check Letter of Request

RE: Criminal Records Check and Vulnerable Sector Check

To whom it may concern,

It is a policy of the South West District for Culture, Recreation and Sport Inc. that all employees and volunteers obtain a Criminal Records Check and Vulnerable Sector Check, within the 12-month period immediately prior to the first day of volunteering or employment with the SWDCRS.

The bearer of this letter has applied to hold an employee or volunteer position with the South West District for Culture, Recreation and Sport Inc.

Please provide a Criminal Records Check and Vulnerable Sector Check to:

Christie Saas, Executive Director
South West District
Moose Jaw Admin Office
#8 – 1410 Caribou Street West
Moose Jaw, SK S6H 7S9
Phone: 306-694-5525

Thank you for your cooperation.

Sincerely,

Christie Saas
Executive Director
South West District
306-694-5525