



**Canadian Power and Sail squadrons  
Escadrilles canadiennes de plaisance**

**Director's Application**

**Reference documents**

**September 2022**

## Table of contents

- ✓ Director's Terms of Reference
- ✓ The Ideal Director

## Director's Terms of Reference

### A Director's Responsibilities

The role of a Director of CPS-ECP is a serious responsibility. You will be expected to assist in determining the direction and operations of CPS-ECP. Many items will be required to remain confidential. You will be expected to act in the best interest of CPS-ECP, and you may find conflicts between these 'best interests', and the interests of your own Squadron or District.

### CPS-ECP Officer's Guiding Values

All Directors and Officers of CPS-ECP are expected to conduct themselves in a professional, responsible manner.

- Respect each other while welcoming differing opinions
- Be organized, come prepared, participate, and follow through on commitments in a timely manner
- Support and champion Board decisions
- Be accountable to all internal and external CPS-ECP stakeholders
- Embrace change
- Foster two-way communication
- Work in the best interest of the whole organization
- Share knowledge and understanding
- Model honesty and integrity

### What will be required – Time Commitments

**Term of Office** The term of office is three years from the time of election at the AGM

#### **Two in-person meetings as follows:**

**April** Board meeting in Toronto. Friday evening through Sunday morning sessions, plus travel time, as required.

**October** Annual Conference. Wednesday evening through Saturday evening, plus travel time as required (may be subject to change based on location).

**Realistically** You will be expected to participate at many different levels. This can include:

- Special Projects, Committee work, Squadron and District meetings and events.
- The reading and understanding of information received as a Director and maintaining confidentiality when required.
- Participation in any related electronic meetings. This can vary based on your level of involvement in projects or committees. However, now that we have a bit of history, the Board itself meets about 5 times per year in this manner.

It is not easy to put a “time” commitment to your role as a Director. However, it is expected that all Directors will carry additional portfolios through their term on the Board.

At the completion of each year of your term, you will be requested to submit written confirmation of your intent to continue as a Director of CPS-ECP. Also, you will be requested to update your Skills Self-Assessment Form.

### **Director’s Seminar**

A Directors’ seminar will be conducted, tentatively scheduled for the Thursday immediately preceding the AGM, so that you can understand the role and responsibilities of a Director.

### **What will be required – Financial Commitments**

#### **You are responsible for:**

- **Meals:** Your own meals. CPS-ECP Policy is to decline submissions for meal expenses. Board or National Committee ‘working lunches’ paid directly by CPS-ECP to the hotel are the exception.
- **Registration fees:** CPS-ECP Annual Conference and AGM.
- **Spouse:** All expenses relating to attendance, travel and meals of spouse or travelling companion.
- **Clothing:** It is recommended that all Directors acquire and wear the Blue Blazer ensemble at formal meetings and banquets of CPS-ECP.
  - Casual CPS-ECP logo clothing is optional, but is recommended for wear during meetings and other leisure activities

#### **CPS-ECP is responsible for:**

- **Travel Expenses:** All reasonable travel expenses to attend CPS-ECP Board Meetings, as required
- As per By-law 5.06, Directors serve without remuneration.
- **Accommodation:** at the Conference or Board meeting will be added to the CPS-ECP ‘master account’ for payment directly by CPS-ECP to the hotel. Only the qualifying number of nights in accordance with position or Office held, will be covered. Additional nights’ accommodation and personal charges are the responsibility of the individual.

## **The Ideal Director**

The following is a list of experiences, skills and attributes, which contribute to being a successful CPS-ECP Director candidate. This is not an all-inclusive list! You should consider these before submitting an application for a Director's position.

- Commitment to CPS-ECP, and passion for the CPS-ECP Vision, Mission and Values
- Ability to get along with others, leadership qualities, experience, and initiative
- Ability to think independently, and not "follow the crowd"
- Breadth of CPS-ECP experience or equivalent
- Interest in Boating Education
- Evidence of administrative ability (within CPS-ECP or other Board or non-Board responsibilities)
- Enthusiasm, time availability, merit mark record, participation at District or National meetings, Committee experience
- Leadership record at Squadron and District levels
- Health
- Family considerations and obligations
- Formal education
- Geographic location
- A thorough understanding of Squadron and District operations
- Completion of CPS-ECP 'Officer Training Program' seminar
- Completion of the CPS-ECP "Instructor Development" Course
- No criminal history

All potential candidates for nomination as a Director of CPS-ECP must meet the qualifications as outlined in the CPS-ECP Bylaws Section 5.02.

A Director must:

- a) be a Member;
- b) not have been declared incapable by a court in Canada or in another country;
- c) be an individual;
- d) not have the status of bankrupt; and
- e) not be an ineligible individual as defined in the Income Tax Act (Canada)