



BOARD OF DIRECTORS NOMINATION PACKAGE

Updated Oct, 2019

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NOMINATION STEPS:

1. Carefully review the duties, responsibilities and obligations of a Creative Saskatchewan Director.
2. Complete the "Declaration of Candidacy Form".
3. Complete the "Official Nomination for Creative Saskatchewan Board of Directors" form.
4. Complete the Candidate Skills and Experience Form.
5. Prepare a 400-word (maximum) statement of interest. A photo is optional.
6. Send your completed Nomination Package as a .pdf to nominations@creativesask.ca

INTRODUCTION

Being a member of the Board of Directors of Creative Saskatchewan is an opportunity for representatives from Saskatchewan's creative industries and community to contribute their knowledge, energy and commitment to the well-being and commercial enhancement of our creative industries in Saskatchewan. Creative Saskatchewan will benefit from your expertise, skills and sector knowledge. You will also benefit from the professional development and additional skills, experience and knowledge you will gain as a result of sitting on the Board and immersing yourself in the strategic direction and governance of the organization.

ABOUT THE CREATIVE SASKATCHEWAN BOARD OF DIRECTORS

The Board of Directors is appointed by the Minister of Parks, Culture & Sport, and has the statutory power and obligation as granted by the *Creative Saskatchewan Act* and associated regulations. The Board sets and monitors the strategic direction of the organization. The role of the Board is primarily one of stewardship and strategic visioning rather than operational support.

The Board consists of no more than eleven directors who are appointed by the Minister. Five of the board members are selected by the Minister from a list of potential nominees assembled by the Nominations Committee of Creative Saskatchewan.

Eligibility

Any interested community member or industry representative may submit their name for consideration for nomination to the Nominations Committee of Creative Saskatchewan. Receipt of completed Candidacy, Nomination and Skills Experience forms by nominations@creativesask.ca constitutes a submission for nomination.

Term of Office

A Creative Saskatchewan director serves for a term of up to two years from the date of appointment of the respective Director. Vacancies, when they occur mid-term, may be filled by nomination and subsequent ministerial appointment for the remainder of a vacated directorship term. Directors who are appointed midway through the year or assume the term of another director are considered to be completing the term of the position recently vacated, and may consequently serve for less than full terms.

Board of Directors Responsibilities include:

1. Creating and supporting the vision and strategic direction for Creative Saskatchewan
2. Overseeing the organization's finances and property
3. Managing risk, including legal, financial and reputational
4. Employing and evaluating the CEO's performance
5. Overseeing the committees of the Board

Compensation

Board members are not compensated but do receive an honorarium and expense reimbursement for participating in board, committee or other meetings.

No Conflict of Interest

Board members are required to declare any conflicts of interest at any meeting and recuse themselves from deliberations on any such discussions or decisions. Board members may not financially gain from their directorship position.

Note: A restriction on Board members preventing them from applying to Creative Saskatchewan programs has been removed as of Oct 2019. Board members are eligible to apply individually or on behalf of an organization of which they are an employee or Board member

Fiduciary Duty and Duty of Care

The Creative Saskatchewan Board's fundamental relationship is guided by a fiduciary principle that requires each director to act honestly and in good faith with a view to the best interests of the organization. In exercising their powers and discharging their duties, every director must exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. These principles require a director to put the organization's interests first, avoid conflicts of interest and avoid exploiting business opportunities for personal purposes.

Participation in Meetings

Directors **must** be able to attend regular meetings of the Board. Within a one-year period, these normally consist of:

1. One board meeting quarterly (meetings are generally 3 hours long)
2. Three-four board teleconferences or web-conferences (generally 1 hour long)
3. Participation in standing committees or task forces, most of which meet quarterly

Teleconferences and additional meetings as required.

Board Member Conduct

1. Directors have authority only as a Board
2. Decisions are only made at duly constituted meetings
3. Conflicts of interest are declared
4. Open discussion and trust are essential
5. Confidentiality is maintained
6. Leadership by example
7. Directors work for the good of the organization
8. Directors support the decisions of the Board



DECLARATION OF CANDIDACY

[This section to be completed by the nominator]

CREATIVE INDUSTRY ASSOCIATIONS OR ANYONE INVOLVED IN THE CREATIVE INDUSTRY IN SASKATCHEWAN MAY NOMINATE A CANDIDATE FOR CONSIDERATION AS A DIRECTOR OF CREATIVE SASKATCHEWAN.

I/we, _____, satisfy the requirements of the *Creative Saskatchewan Regulations* to nominate a candidate for consideration as a director of Creative Saskatchewan and do hereby nominate _____ for the position of a Director of Creative Saskatchewan.

(Signature)

ACCEPTANCE OF NOMINATION

[This section to be completed by the nominee]

I, _____, do hereby accept the nomination for the position of Director of Creative Saskatchewan. I certify that I am qualified to be a Director according to the bylaws and policies of Creative Saskatchewan. I attest that I am familiar with the duties, responsibilities and obligations of the Creative Saskatchewan Board of Directors.

(Signature)

creative SASKATCHEWAN

[To be completed by the candidate/nominee]

CANDIDATE CONTACT INFORMATION

Name: _____
Address: _____

Email address: _____
Phone Number: _____
Alternative Phone: _____

SKILLS AND EXPERIENCE

The information provided below is a true representation of my skills and experience.

Section A: Sectoral Representation:

To the extent that you have experience or represent a particular creative industry, please select any of the following that apply:

Creative Industry	Representative
Screen Based Media	
Interactive Digital Media	
Visual Art	
Fine Craft	
Book Publishing	
Music	
Performing Arts	

SECTION B: MATRIX

Please complete the following matrix detailing your skills and experience. Please provide a self-assessment score in accordance with the following scale for each category. You may provide narrative following the chart if you wish to do so.

Skills category	1 = Little/No Experience	2 = Some Experience	3 = Average Experience	4 = Significant Experience	5 = Expert
Board of Directors Experience					
Business/Corporate Planning					
Leadership Experience					
Export Experience					
Committee Experience					
Strategic Planning					
Government Relations					
HR / Executive Review					
Accounting					
Financial Management					
Risk Assessment and Risk Management					
Organizational Experience					

Section C: Narrative/Personal Attributes:

Please describe how you feel you possess the necessary experience and qualifications to be an effective Director.

(use additional pages if required)