



Canadian Cerebral Palsy
Sports Association
L'Association canadienne de sports
pour paralytiques cérébraux

CALL FOR NOMINATIONS

Boccia Canada Council - Chair

Dear Prospective Candidate,

Thank you for your interest in serving in a volunteer role with the Boccia Canada Council or on one of the Council Sub-Committees.

The Canadian Cerebral Palsy Sports Association (CCPSA) is a non-profit organization and the national governing body for the Paralympic sport of Boccia in Canada, with a mandate to represent, promote and advance the sport in the country.

The CCPSA's broader mandate is to support anyone with physical disabilities access quality sport activities.

Our Vision

Canada is a leading nation in boccia and Canadians with physical disabilities have access to quality sport programming.

Our Mission

We lead, develop and grow boccia from grassroots to producing World Champions, and we collaborate with partners to increase participation of Canadians with physical disabilities in sport.

Our Core Values

- **Excellence:** We strive for excellence in our organization, our people, and our performance, both on and off the field of play
- **Resilience:** When things get tough, we hang in there, and adapt to overcome challenges and obstacles
- **Inclusivity:** We create a safe, welcoming, and inclusive space for everyone to participate
- **Collaboration:** We work as a collective, towards our shared goals
- **Integrity:** We stand-up for what is right and act honestly

Equity, Diversity and Inclusion

CCPSA is committed to attracting, developing and supporting Councils and Committees that reflect the diverse community we serve. CCPSA invites applications from candidates whose skills align with the roles and responsibilities outlined below, and encourages candidates to indicate, voluntarily in their application, if they are a member of an equity-deserving community including, but not limited to, people with disabilities, visible minorities, women, indigenous groups and those with diverse lived experience to support us in our journey of equity, diversity and inclusion within CCPSA's community.

All applicants will receive consideration with a lens to fulfilling the needs of the organization in terms of diversity of skills, experiences, and backgrounds across the composition of the Council / Committees.

Accommodations are available on request for candidates taking part in all aspects of the selection process.

Council / Committee Opportunities - Positions up for Nomination

- Boccia Canada Council Chair (1 position)

Process

The Nominating Committee may screen all nominations received to ensure that they meet the minimum qualifications required by the Canada-Not-for-profit Corporations Act.

Nominations will then be reviewed and evaluated against the responsibilities of the position for which they are being nominated. The Nominating Committee **may** interview selected candidates and will provide a list of recommended candidates to the board. All candidates will be notified once a decision is made.

Length of Term

4-year term or for a period until the end of the Summer Games Paralympic quadrennial. Maximum of two terms unless determined otherwise by the board.

Commitment

Boccia Canada Council

The Council meets as frequently as it deems necessary, but no less than 8 times per year.

As per the [CCPSA Screening Policy](#), Council and Committee members will participate in training, orientation, and monitoring as determined by the CCPSA, read and abide by the CCPSA Code of Conduct and Ethics Policy

Council and Committee members will read and ensure they understand the content of the [CCPSA Organization Policies](#).

CCPSA has adopted the **Canadian Safe Sport Program (CSSP)**, which is in effect as of April 1, 2025.

Council and Committee members are defined as Participants in the CSSP and are required to complete the CSSP e-learning module and sign and return the CSSP Consent form.

Any allegation of maltreatment or other prohibited behavior, as defined in the [Universal Code of Conduct to Prevent and Address Maltreatment in Sport](#) (UCCMS), against a CSSP participant of the CCPSA must be filed directly with Sport Integrity Canada (formerly Canadian Centre for Ethics in Sport). All such complaints or reports will then be addressed according to the policies and procedures of the CSSP.

Roles and Responsibilities

Council, Committee Chairs and members are responsible for acting in the best long-term interests of the organization and the community and will bring informed decision-making, a broad knowledge, and an inclusive perspective.



Boccia Canada Council

The Boccia Canada Council is responsible for providing expert advice and recommendations to the CCPSA Board or the Chief Executive Officer (CEO) of matters related to the sport of boccia in Canada. Recommendations and reports on strategic and policy issues shall be reported to the Board whereas recommendations and reports on operational matters shall be made to the CEO. Once the Council makes its reports, the decision is made by either the Board on strategic and policy issues or the CEO on operational matters.

The Council has no decision-making power unless the CCPSA Board or CEO delegates their power. In case of uncertainty, the Board shall decide on those to whom (CEO or Board) the Council shall report.

The Chair of the Council shall be an independent individual with expertise in boccia, and who shall not be a CCPSA director, an employee of a provincial boccia partner, a CCPSA employee/contractor, an active member of the national boccia team program (as athlete, coach performance partner, etc.) and shall not be in any situation of conflicts with individuals listed above as defined by CCPSA's [Conflict of Interest policy](#).

Chair responsibilities include:

- Attend Council meetings
- Attend CCPSA Board meetings when requested.
- Report to the Board or CEO on the activities, findings, and any recommendations of the Council.
- When authorized by the CEO, liaise with CCPSA staff as required.
- When requested by the Board or the CEO, represent the Council and the CCPSA to outside parties and to the public.
- If requested by the Board or the CEO, travel to the Canadian Boccia Championships.
- Engage, align, and communicate with the Chairs of the High Performance, Participation and Development Committees and Athletes' Council.
- Collate Council and Committees' feedback on policy review and matters related to boccia.
- Oversee the structure, composition, membership, and activities delegated to the Council.
- Chair every meeting of the Council and encourage welcoming, inclusive, respectful, and open discussion at the meetings; encourage Council members to ask questions and express viewpoints during meetings.
- Foster ethical and responsible decision-making by the Council and its individual members.
- Liaise with the CEO or their designate to set agenda and to conduct regular Council meetings; with input from other Council members, as appropriate, and ensure that there is sufficient time during Council meetings to fully discuss agenda items.
- Provide overall leadership to enhance the effectiveness of the Council.
- Facilitate the timely, accurate and proper flow of information to and from the Council.
- Arrange for management, external advisors, and others to attend and present to the Council, as appropriate.
- Take all other reasonable steps to ensure that the responsibilities and duties of the Council as outlined in these terms of reference are well understood by the Council members and executed as effectively as possible.
- Carry out such duties as may be reasonably requested by the Board or the CEO



Compensation

Service on CCPSA's Councils and Committees is without remuneration, except for administrative support, travel, and accommodation costs in relation to Council / Committee duties.

Candidate Application Requirements

To be considered for this position, please note the following requirements:

1. Cover letter (max. 500 words) including why you would like to serve on the CCPSA Council / Committee and the value you would bring to the Council / Committee and organization.
2. Statement of Capability with overview of experience and qualifications related to the above criteria.

Questions

If you have questions regarding your candidate application package, please contact Martin Richard, Chief Executive Officer, CCPSA at mrichard@ccpsa.ca

Please submit your completed application by 5 p.m. ET March 6, 2026 via the following online form: <https://forms.office.com/r/XzfhVgxQEQ>

We thank you for your time and interest in the CCPSA.