



CALL FOR NOMINATIONS

Participation Development Committee - 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

- Participation Development Committee - 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

Participation Development Committee

The Committee meets virtually as frequently as it deems necessary, but no less than 6 times per year

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.

Participation Development Committee

The Committee is responsible for providing advice and recommendations to Boccia Canada Council and the Chief Executive Officer (CEO), when requested by the ED/CEO, on matters related to the growth, development of and participation in boccia. The Committee has no decision-making power unless the Board determines otherwise.

Reference: [Terms of Reference](#)

Chair responsibilities include:

- Attend Committee meetings and Boccia Canada Council meetings.
- Report to the Boccia Canada Council, CEO or the Board if requested, on the activities, findings, and any recommendations of the Committee.
- When authorized by the CEO, liaise with CCPSA staff as required.
- When requested by the Board or the CEO, represent the Committee and the CCPSA to outside parties and to the public.
- Liaise with, align, and communicate with the Chairs of the Officials and Technical Committee, High Performance Committee and Athletes' Council and the Boccia Canada Council.
- Oversee the structure, composition, membership, and activities delegated to the Committee.
- Chair every meeting of the Committee and encourage welcoming, inclusive, respectful, and open discussion at the meetings; encourage Committee members to ask questions and express viewpoints during meetings.
- Foster ethical and responsible decision-making by the Committee and its individual members.
- Liaise with the CEO or their designate to set agenda and to conduct regular Committee meetings; with input from other Committee members, as appropriate, and ensure that there is sufficient time during Committee meetings to fully discuss agenda items.
- Provide overall leadership to enhance the effectiveness of the Committee.
- Facilitate the timely, accurate and proper flow of information to and from the Committee.
- Arrange for management, external advisors, and others to attend and present to the Committee, as appropriate and approved by the CEO.
- Take all other reasonable steps to ensure that the responsibilities and duties of the Committee, as outlined in these terms of references, are well understood by the Committee members, and executed as effectively as possible.
- Facilitate communication among the provincial/territorial partners/Committee and other relevant interested parties on participation and development issues.
- Bring to the CEO and Boccia Canada Council issues of provincial/territorial concern.
- Recruit representation from each provincial/territorial Member or equivalent association to compose the Committee.
- Collaborate with CCPSA staff to conduct regularly scheduled provincial/territorial Member's Check-in meetings as needed.
- Liaise with and support the CCPSA staff responsible for support to the Canadian Boccia Championships and host committee as appropriate.



- Fulfill the position of Chair or designate a proxy Chair for the Provincial Development Grant reviews.
- Ensure responsibilities of the Committee are fulfilled according to CCPSA's Strategic Plan and annual Operational Plan.
- Recruit members for working groups, task forces, committees and coordinate their work and ensure they are accountable.
- Carry out such duties as may be reasonably determined by the Committee or requested by the CEO, Boccia Canada Council or the Board.
- Contribute to review and revision of policies related to participation and development as require

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.