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

Call for Nominations I Board of Directors

The Canadian Cerebral Palsy Sports Association (CCPSA) is a non-profit organization and the national sport organization (NSO) responsible for governing the Paralympic sport of boccia in Canada. Through Boccia Canada, CCPSA leads the development, promotion, and delivery of boccia programs and initiatives across the country.

CCPSA's broader mandate is to support individuals with cerebral palsy and other significant physical disabilities by creating opportunities to access quality sport experiences.

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

Board Opportunities - Positions up for election

- Director at Large (3 positions)
- Treasurer (1 position) – Full role description available in Annex A.

Equity, Diversity, Inclusion and Accessibility

CCPSA is committed to attracting, developing and supporting a Board of Directors that reflects 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. We invite and encourage individuals from diverse lived experiences to support us in our journey of equity, diversity, inclusion and accessibility 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 Board.
Accommodations are available on request for candidates taking part in all aspects of the selection process.

Process

The Nominating Committee will screen all nominations received to ensure that they meet the minimum qualifications required by the Canada-Not-for-profit Corporations Act (an individual, at least 18 years of age, with capacity, and not bankrupt).

Nominations will then be reviewed and evaluated against the skills, expertise, and diversity, in accordance with our Governance skills matrices. The Nominating Committee **may** interview selected candidates and will provide a list of recommended candidates in advance of the Annual General Meeting. All candidates will be notified once a decision is made.

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Length of Term

Directors shall be elected for a two-year term, except where an election is held to fill the unexpired portion of a term.

Commitment

The Board meets a total of approximately 2 hours every six weeks virtually, plus at minimum for one (1) in-person meeting over three-days per year and a monthly commitment of 5-7 hours per month. Elected Board members will be expected to participate in at least one Board committee (see list below). There may be some additional meetings on an ad hoc basis to consider time-critical matters.

All members of the Board of Directors are required to complete and maintain all applicable Safe Sport requirements in accordance with the organization's policies and procedures.

Elected Board members will read and ensure they understand the content of the CCPSA Organization Policies.

The Canadian Cerebral Palsy Sports Association (also operating as Boccia Canada) has adopted the Canadian Safe Sport Program (CSSP

Roles and Responsibilities

Board 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.

The Board will support the work of the CCPSA and provide mission-based leadership and strategic governance, while annual business operations are led by CCPSA's Chief Executive Officer (CEO).

Board Member responsibilities include:

- Participating in the review of CCPSA vision, mission and objectives and in the development of a Strategic Plan.
- Providing guidance and leadership to the CEO as s/he implements the CCPSA Strategic Plan and annual Operational Plan.
- Reviewing outcomes, expected results, and Key Performance Indicators created in CCPSA's Strategic Plan and annual Operational Plan for evaluating impact, and regularly measuring organizational performance and effectiveness using those metrics.
- Preparing for, attending and participating in board meetings including the Annual General Meeting and participate in at least one Board committee:
    - Inclusion, Diversity, Equity and Accessibility (IDEA)
    - Human Resources & Compensation
    - Nominations
    - Audit & Finance
    - Governance & Ethics
    - Risk Management
    - Revenue Development
- Attending a full day, in person board meeting once per per year.
- Participating in the approval of CCPSA's annual budget, audited statements and monitoring financial performance of CCPSA.
- Being informed of, and meeting all, legal and fiduciary responsibilities.
- Contributing to the CEO annual evaluation.
- Participating in the hiring of, and if required, the releasing of the CEO.
- Helping to establish, review and monitor CCPSA Policies.
- Participating in the evaluation of the Board itself (Annual Board Self-Evaluation).
- Identifying prospective Board Members and help to recruit them.
- Participating in professional development programming offered to the Board.
- Serving on committees or task forces and taking on special assignments as requested.

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- Being an ambassador for CCPSA –sharing to network about CCPSA and keeping informed about community issues relevant to the mission and objectives of CCSPA.
- Engaging in identifying and securing the financial resources, revenue diversification, and partnerships necessary for CCPSA to advance its mission.
- Listening to others' views and advocating one's own; identifying common interests and alternatives, and being open to compromise, while always exercising respect and fostering a collegial, inclusive, welcoming environment.
- Supporting governance decisions once made.
- Abiding by the by-laws, code of conduct, conflict of interest, and other polices that apply to the Board.
- Maintaining confidentiality as required by contracts, in camera sessions, and other business as it comes up.

Competency

The CCPSA Board of Directors has identified **three priority areas***, in addition to several other preferred skills and competencies for incoming Board Members:

- **Finance/Accounting**
- **Revenue generation experience** (sponsorship, fundraising, grants, etc.)
- **Human Resources**
- **Philanthropy**
- Board Governance
- Strategic Planning
- Experience with Disability Organization
- Advocacy/Lobbying
- Risk Management

Eligibility

Any individual who is eighteen (18) years of age or older, has the power under law to contract, who is not an employee or a paid contractor of CCPSA, and who supports the aims and objectives of CCPSA may be nominated for election to the Board of Directors.

Compensation

Service on CCPSA's Board of Directors is voluntary and without remuneration.

Reasonable expenses related to Board duties, including approved travel and accommodation costs, will be covered by the organization in accordance with approved budgets and applicable policies.

Candidate Application Package

To be considered by the CCPSA Board of Directors, please include the following items:

1. Cover letter (max. 500 words) including why you would like to serve on the CCPSA Board and the value you would bring to the Board and organization.
2. Resume/CV with overview of your experience and qualifications in relation to the above criteria.
3. At least one (1) letter of reference, that supports the applicable or related skills and competencies listed above.

Questions

If you have questions regarding your candidate application package, please contact Martin Richard, Chief Executive Officer at mrichard@ccpsa.ca or by calling (613) 748-1430.

Please submit your completed application by 5 p.m. ET August 14, 2026, to the attention of Martin Richard subject: Board of Directors at: mrichard@ccpsa.ca. All candidates will receive a notice of receipt. **We thank you for your time and interest in the CCPSA**.

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Annex A

Role of Treasurer

Purpose of the Role

The Treasurer is an Officer of the Board of Directors whose purpose is to ensure the integrity of the Board's financial oversight and support the Board in fulfilling its fiduciary responsibilities.

The Treasurer provides governance-level leadership and advice on matters relating to financial stewardship, financial reporting, risk management, internal controls, audit, and the long-term financial sustainability of the organization.

The Treasurer does not perform operational accounting, bookkeeping, banking administration, payroll, or other day-to-day financial management functions. Responsibility for these activities rests with the Chief Executive Officer and designated staff or contractors.

Financial Governance and Fiduciary Oversight

The Treasurer shall:

- Provide expertise that enhances the quality of Board discussions and decision-making on financial matters.
- Support the Board in fulfilling its fiduciary responsibilities and duty of care.
- Advise the Board on matters affecting the financial health, sustainability, and stewardship of the organization.
- Monitor the adequacy of the organization's financial governance framework, policies, and oversight practices.
- Provide advice to the Board regarding significant financial implications arising from strategic decisions, major projects, funding agreements, investments, contractual commitments, litigation, government investigations, or other material matters.
- Promote transparency, accountability, and sound financial governance practices throughout the organization.

Financial Reporting and Sustainability

The Treasurer shall:

- Review and provide oversight of financial reporting provided to the Board.
- Monitor the organization's financial position and financial sustainability.
- Review annual budgets, forecasts, and significant financial assumptions prior to Board approval.
- Assist the Board in understanding key financial trends, opportunities, risks, and emerging issues.
- Review material budget variances and management's proposed corrective actions where appropriate.
- Monitor reserve levels and the organization's ability to meet current and future obligations.
- Support Board oversight of funding agreements, grant compliance requirements, and financial commitments.

Risk Management and Internal Controls

The Treasurer shall:

- Provide an opinion to the Board regarding the adequacy of internal financial controls and financial reporting systems.

- Monitor the effectiveness of financial risk management practices.
- Review the adequacy of policies and procedures related to financial controls, investments, reserves, and financial reporting.
- Provide an opinion to the Board regarding management's compliance with Board policies in areas including:
    - Financial Reporting
    - Investments
    - Financial Controls
    - Charitable Status and Regulatory Compliance

- Advise the Board on material financial, legal, contractual, or regulatory risks that may impact the organization.

Audit and Compliance Oversight

The Treasurer shall:

- Provide a recommendation to the Board and Members regarding the appointment of the external auditor.
- Review and recommend auditor remuneration and terms of engagement.
- Review the annual audit plan, including audit scope, areas of emphasis, and materiality thresholds.
- Meet with the external auditor as required to discuss audit findings and recommendations.
- Consider the auditor's assessment of the organization's accounting practices, internal controls, and financial disclosure processes.
- Ensure that no restrictions have been placed on the scope of the audit or the reporting of audit findings.
- Provide timely notice to the Board of any significant concerns identified by the auditor.
- Review the annual audited financial statements with management and the external auditor.
- Provide an opinion to the Board and Members as to whether the audited financial statements fairly present the financial position of the organization and have been prepared in accordance with Generally Accepted Accounting Principles (GAAP).
- Monitor compliance with applicable legislation, funding agreements, regulatory requirements, and financial reporting obligations.
- Review the adequacy of Board policies relating to audit and financial accountability and provide recommendations for improvement where appropriate.

Committee Leadership

The Treasurer shall serve as Chair of the Finance and Audit Committee and shall:

- Lead the Committee in carrying out its mandate.
- Report regularly to the Board on the activities, findings, recommendations, and decisions of the Committee.
- Facilitate communication between the Board, management, and the external auditor on matters relating to financial governance and oversight.

Board Reporting and Accountability

The Treasurer shall:

- Provide periodic reports to the Board on significant financial oversight matters.
- Provide a written annual report to the Board and Members summarizing key financial oversight activities undertaken during the year.
- Highlight significant issues arising from discussions with management, the Finance Committee, and the external auditor.

- Support Board orientation and financial literacy efforts as required to assist Directors in fulfilling their fiduciary responsibilities.

Qualifications and Competencies

The Treasurer should possess:

- Experience in finance, accounting, audit, business management, governance, nonprofit leadership, or a related field.
- An understanding of fiduciary responsibilities and governance practices within nonprofit or sport organizations.
- The ability to interpret financial statements and communicate financial information effectively to Directors.
- Sound judgment, integrity, discretion, and a commitment to ethical conduct.
- Strategic thinking and an understanding of financial risk management.

Professional accounting, financial management, or audit experience is considered an asset but is not required.

Authority

The Treasurer shall have reasonable access to financial information, records, reports, management, and external auditors necessary to fulfill the responsibilities of the role.

The Treasurer exercises authority through the Board of Directors and shall not direct staff except as authorized through Board policy or delegated authority.