



500 boulevard René-Lévesque Ouest, Montréal, Québec, H2Z 1W7
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September 28, 2025, ANNUAL GENERAL MEETING (AGM) ELECTION OF DIRECTORS

CALL FOR NOMINATIONS

What is Karate Canada?

Karate Canada is the national not-for-profit governing organization for the sport of karate in Canada.

How is the Board of Directors structured?

The current bylaws include eleven elected (11) Directors including two Directors elected by the athletes. When vacancies within the group of 11 occur mid-year, the Board may appoint a qualified individual to fill the vacancy until the next Annual Meeting of Members.

How many positions are up for election?

There are currently three (3) positions available for a three (3) year term. One position is the Board Chair (President), the other two are directors at large.

The following caveats apply:

1. No more than 3 members of the Board can be from any one PTSO, however there is an exception where there can be four members from one PTSO, provided that fourth members an Athlete Director.
2. For this election cycle applicants may be of any gender.
3. Note that the position of Treasurer and Vice-Chair are selected yearly by the board after the AGM.
4. **NOTE**, ideally for this AGM we are seeking one Director with a strong accounting background to serve as the Treasurer.

Responsibilities

The Directors have the responsibility for setting direction, establishing policy, and overseeing the activities of the organization. More specifically, Directors must support the objectives of the organization by;

1. Attend meetings of the Board and actively participate in decision-making.
2. Be an advocate for the organization.
3. Serve on at least one (1) Committee or Sub-Committee



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4. Read and understand the financial statements and otherwise assist the Board in fulfilling its fiduciary responsibility.
5. Fulfill the duties of care, obedience, and loyalty to the organization, as a Director of a National Organization.
6. Participate in regular assessments to improve Board performance.
7. Participate in strategic planning activities.
8. Avoid conflicts of interest with themselves and/or the organization.
9. Participate in the organization's conferences and meetings.

Time Commitment

Karate Canada holds an average of six (6) meetings of the Board per year – with most meetings held virtually via video conference or teleconference.

Directors are expected to serve on at least one (1) Standing or Sub- Committee and attend up to four (4) such committee meetings per year. There may be additional work on additional committee(s), as required.

Term of Office

Directors serve a term of three (3) years, and any Director may serve a maximum of 3 consecutive terms.

Eligibility

To be eligible for election as a Director, an individual must:

1. Be eighteen (18) years of age or older.
2. Be a resident of Canada for the purposes of the *Income Tax Act*.
3. Have the power under law to enter a contract.
4. Have not been declared incapable by a court in Canada or in another country;
and
5. Not have the status of bankrupt.

The following persons are disqualified from being a Director:

1. A person who serves on a Provincial or Territorial Board of Directors for Karate.
2. A person who is a paid employee, consultant, contractor or independent contractor of the Corporation (Karate Canada), any of its members, or any



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organization providing services to or on behalf of the Corporation, and for one (1) year after the person has played such a role.

3. A person in a conflict of interest as determined by the Corporation's policies relating to conflict of interest.

Directors must also adhere to all Karate Canada policies, including, but not limited to:

1. Conflict of Interest
2. Confidentiality
3. Universal Code of Conduct for the Prevention of Maltreatment in Sport (UCCMS)
4. Board education as required from time to time

How will Board members be selected?

Directors are elected in accordance with Karate Canada's By-laws (I.e., during a Meeting of the Members).

What qualifications are needed to be a Director?

Directors must possess most of the following General Attributes and more than one of the Specific Skills:

General Attributes:

1. Knowledge of sport
2. Team Player
3. Board experience
4. Business acumen
5. Leadership

Specific Skills:

1. Accounting and finance
2. Entrepreneurship
3. Legal
4. Sponsorship and Fundraising
5. Human Resource Management
6. Strategic Change Management
7. Marketing and Communications



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8. National Sport Perspective
9. Partner Relations

Nominations

All individuals wishing to run for a position as a Director, including any current Director, must make a submission to the Nominations Committee along with a **signed letter of intent** and a **résumé** outlining the nominee's qualifications, successes, with a work and volunteer history. Nominees may further submit:

- **Information** describing what the nominee would like to do to further the objectives of Karate Canada – this material may be as detailed or specific as the nominee desires
- A **biography** of the nominee (maximum 300 words)
- **Testimonials** from other organizations or other individuals

The Nominations Committee will conduct due diligence by reviewing the nominee's qualifications, the required skills and attributes, potential conflict of interests or other significant matters which would preclude the nominee from successfully fulfilling the duties of a director.

What is the deadline for submitting 2025 Nominee Applications?

Nominee Applications must be submitted by **August 14, 2025, at 8:00pm (EDT)**.

Applications must be emailed to:

The Executive Director, ed@karatecanada.org