



Board of Directors Nomination Package

Updated January 2020

This Package Contains:

1. Information for potential candidates to the Board of Directors of the Saskatchewan Fashion Association:
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 - b. Eligibility
 - c. Term of Office
 - d. Board of Directors Responsibilities
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2. Declaration of Candidacy Form
3. Nomination Form
4. Candidate Skills and Experience Form

Nomination Steps:

1. Carefully review the duties, responsibilities and obligations of a Saskatchewan Fashion Association Director.
2. Complete the "Declaration of Candidacy Form".
3. Complete the "Official Nomination for Saskatchewan Fashion Association 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 with your resume to hello@saskfashion.com.



Introduction

Being a member of the Board of Directors of the Saskatchewan Fashion Association is an opportunity for representatives from Saskatchewan's fashion sector and community to contribute their knowledge, energy and commitment to the well being and commercial enhancement of our fashion industry in Saskatchewan. The Saskatchewan Fashion Association 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 Saskatchewan Fashion Association Board of Directors

The Board of Directors will be appointed by the existing Board of Directors, with recommendation from the Nominations Committee. The nominees will be determined through an application process, overseen by the Nominations Committee who will identify and vet proposed nominees to the board. The committee will present accepted applications to the Board of Directors, and the existing Board of Directors makes the final decision on who is the newly appointed Directors of the Board. The Board of Directors:

- Sets and monitors the strategic direction of the organization;
- Is primarily one of stewardship and strategic visioning rather than operational support;
- Consists of no more than thirteen directors who are appointed by the Board of Directors.

Eligibility

Any interested community member or industry representative may submit their name for consideration for nomination to the Nominations Committee of the Saskatchewan Fashion Association. Receipt of completed Candidacy, Nomination and Skills Experience forms by hello@saskfashion.com constitutes a submission for nomination.

Term of Office

A Saskatchewan Fashion Association 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 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 the Saskatchewan Fashion Association



2. Overseeing the organization's finances
3. Managing risk, including legal, financial and reputational
4. Employing and evaluating the Executive Director's performance
5. Overseeing the committees of the Board of Directors

Compensation

Board Directors are not compensated.

No Conflict of Interest

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

Fiduciary Duty and Duty of Care

The Saskatchewan Fashion Association's 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 monthly (meetings are generally 1.5 hours long, directors may call into the meeting should they be unable to attend in person).
2. Participation in standing committees or task forces, most of which meet bi-monthly.
3. Teleconferences and additional meetings as required.

Board Director 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

Anyone involved in the fashion sector in Saskatchewan may nominate a candidate for consideration as a director of the Saskatchewan Fashion Association.

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

(Signature)

Acceptance of Nomination

This section to be completed by the nominee

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

(Signature)





Candidate Contact Information

To be completed by the candidate/nominee

Name: _____
 Address: _____
 Email: _____
 Phone: _____
 Alternative Phone: _____

Skills and Experience

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

Section A: Sectorial Representation

To the extent that you have experience or represent a particular field in the fashion sector, please select any of the following that apply:

Industry	Representative
Fashion design	<input type="checkbox"/>
Accessories/jewelry design	<input type="checkbox"/>
Footwear design	<input type="checkbox"/>
Millinery	<input type="checkbox"/>
Manufacturer	<input type="checkbox"/>
Pattern drafter/cutter/sewer/tailor	<input type="checkbox"/>
Hair Stylist/Salon Owner	<input type="checkbox"/>
Modeling Agency/Model	<input type="checkbox"/>
Boutique Owner	<input type="checkbox"/>
Makeup Artist	<input type="checkbox"/>
Sales Agent/Buyer	<input type="checkbox"/>
Photography/Creative Services	<input type="checkbox"/>
Fashion Event Producer	<input type="checkbox"/>
Blogger/Influencer	<input type="checkbox"/>
Philanthropist	<input type="checkbox"/>
Wardrobe Stylist	<input type="checkbox"/>



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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business/Corporate Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government Relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HR/Executive Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk Assessment and Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Philanthropy/Sponsorship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing/PR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Narrative

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)



Section D: Resume

Please send this completed nominations package with your most updated resume to hello@saskfashion.com.

Section E: Final Comments

Thank you!

