**Call for nomination**

**Board member position**

**INS Quebec**

By focusing on science, innovation and technology, **Institut national du sport du Québec** represents the “ingenuity behind the performance” by offering cutting-edge solutions powered by experts and partners with the common goal of enabling athletes training in Québec to constantly improve in order to excel on the international stage. INS Québec and its network support more than 550 high-level athletes—mainly members of Canadian teams—and nearly 2,000 next-generation athletes and some 900 coaches supervising them. INS Québec provides scientific, medical and professional services. As a member of the Canadian Olympic and Paralympic Sport Institute Network and the Réseau Francophone Olympique de Recherche en Médecine du Sport, INS Québec is active across Québec thanks to its network of 8 regional multi-sports training centres, 22 single-sport training centres and its Olympic Park Complex, which is home to 10 high-performance training groups.

The organization was created up to meet the following two objectives:

* Provide high-performance athletes and coaches with support services
* Provide training and development for existing and aspiring high-performance sport coaches

The Board of Directors is made up of 11 volunteer directors from a variety of backgrounds:

* A retired athlete;
* A retired coach; and
* Nine (9) directors.

These people are elected for their skills and experience.

The Board of Directors believes in equity, diversity and inclusion, and in the importance of its composition reflecting the populations served by INS Québec. To this end, at least four (4) of the positions will be held by women and at least four (4) of the positions will be held by men.

Each volunteer director’s mandate is for two (2) years. Each director may occupy a position for a maximum of five (5) mandates.

**The role of the Board of Directors**

The Board of Directors plays a strategic role and oversees the smooth running of INS Québec's business. It is primarily responsible for :

* Establish INS Québec's vision, mission and strategic orientations;
* Adopt the annual budget;
* Adopt policies and year-end financial report;
* Adopt amendments to the by-laws; and
* Define the role and responsibilities of the the President and CEO.

The Board of Directors has four (4) standing working committees:

* Governance Committee
* Human Resources Committee
* The Audit Committee
* The Financing and Revenue Generation Committee.

**The positions up for election this year are :**

1. **Five independent directors,** with the knowledge and skills recommended by the Nominating Committee and based on the skills profile developed and adopted by the Board of Directors.
2. **A retired athlete** residing in Quebec who has been a member of a Quebec or Canadian team for at least 5 years and who has been retired from this position for at least 5 years. Persons who are administrators, permanent or contractual in an NSO, PSO or sports organization with a mission complementary to that of the Institute may not be considered.

**Skills required**

The skills required to ensure the smooth running of the Board of Directors are listed in Appendix 1. This year, the main skills sought complete the Board of Directors' skills profile are :

* **Revenue generation including business partnerships, sponsorship and philanthropy**: you work or have worked in the business world and have marketing, business development and revenue generation skills.
* **Financial management:** You have skills and knowledge in financial accounting, management accounting and financial decision-making. You have expertise in financial management. Ideally, you hold a CPA designation.
* **Legal**: You work or have worked as a lawyer, particularly in the development of partnership agreements, service contracts, patents or intellectual property.
* **Governance**: You have expertise/experience in non-profit governance. You wish to contribute to the development of sound governance practices.

Volunteer directors will also have the following skills and experience:

* Knowledge of high-performance sport and the Quebec and Canadian sports ecosystem.
* Board experience;
* Experience of managing a national organization (medium/large).

All of these criteria are intended as a guide to enable the Nominating Committee to consider a diversity of skills, experience and attributes, so that contribution to the Board of Directors constitutes added value for INS Québec

*Time contribution :*

You will attend in person 4 Board meetings, June, September, December and March (4 hours each), and the Annual General Meeting (2 hours annually). Participation in one of the four (4) standing working committees may require a greater contribution of time. Approximately 3 hours per month are required to review documents and prepare for Board meetings.

*Mandate:*

A two (2)-year term starting in June 2025 and renewable in June 2027.

**PROCESS FOR SUBMITTING YOUR APPLICATION:**

If you are interested in one of the positions up for election, you must send the following information to the Nominating Committee:

* A cover letter explaining :
* Your interest and experience in sport
* Your area(s) of expertise in sports or business and the contributions you wish to make
* A copy of your curriculum vitae
* Completed skills self-assessment form (Appendix 1)
* Those selected by the nomination committee will be called for an interview.

**We invite you to submit your application no later than Thursday, May 22, 2025, 11:59 p.m. (Eastern Time) to:**

Institut national du sport du Québec

Nominating Committee

4141 avenue Pierre-De-Coubertin

Montreal, Quebec H1V 3N7

E-mail : [administration@insquebec.org](mailto:administration@insquebec.org)

Website: [www.insquebec.org](http://www.insquebec.org)

**Appendix 1**

**Skills self-assessment form**

Please check the level that corresponds to each skill, experience or ability.

* Expert: competence, skill, experience very well mastered
* Intermediate: competence, skill, experience moderately mastered
* Basic: competence, skill, experience with minimal knowledge

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| --- | --- | --- | --- | --- |
| **Skills and experience** | **Expert** | **Intermediate** | **Basic** | **N/A** |
| Risk management |  |  |  |  |
| Crisis management |  |  |  |  |
| Strategic planning |  |  |  |  |
| Change management |  |  |  |  |
| Legal |  |  |  |  |
| Finance |  |  |  |  |
| Knowledge of the government system |  |  |  |  |
| Public financing |  |  |  |  |
| Communication/marketing/social media |  |  |  |  |
| Revenue generation including business partnerships,  sponsorship and philanthropy |  |  |  |  |
| Human resources management |  |  |  |  |
| Governance |  |  |  |  |
| Policy development |  |  |  |  |
| Information Technology |  |  |  |  |
| Negotiation skills |  |  |  |  |
| Financial management |  |  |  |  |
| The environment of top-level sport |  |  |  |  |
| Sports systems, particularly in Quebec and  in Canada |  |  |  |  |
| Board experience |  |  |  |  |
| Managing an organization |  |  |  |  |
| Social responsibilities |  |  |  |  |
|  |  |  |  |  |
| **Skills and abilities** |  |  |  |  |
| Independence, ethics and integrity |  |  |  |  |
| Ability to collaborate and work as part of a team |  |  |  |  |
| Judgment |  |  |  |  |
| Ability to understand the issues and impacts related to the Institute's activities |  |  |  |  |
| Communication skills to participate in board discussions and decisions |  |  |  |  |