

A vertical ice wall on the left side of the cover, with a climber in an orange jacket and blue pants ascending. The climber is secured by a red rope. The background shows a snowy mountain landscape with rocky outcrops.

CANDIDATE'S GUIDE

BOARD OF DIRECTORS
Spring 2021

**Document presented by the Fédération québécoise de la
montagne et de l'escalade**



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1. The FQME

The Fédération Québécoise de la Montagne et de l'Escalade (FQME) is a non-profit organization created on January 23, 1969.

Through collaboration with stakeholders, the FQME ensures the sustainability of mountain and climbing activities by developing its network, as well as promoting and supervising safety.

It is involved in both leisure and competitive activities, in order to benefit all stakeholders in Quebec.

The FQME stands out for its mobilizing spirit, and its vision is to be a benchmark for all provincial and international actors.

It inspires the passion and esteem of Quebecers of all ages and all levels of expertise, to take part in mountain and climbing activities.

It seeks to unify and collaborate with stakeholders, and promotes the performance and development of athletes.

Its values are :

- **Passion** : We work with enthusiasm and we stoke the flame of all practitioners of mountain and climbing activity.
- **Sustainability** : We seek a sustainable development of activities by striving to integrate the environmental, social and economic elements.
- **Education** : We create awareness for practitioners to respect and care for their environment, and we are involved in the educational network by supporting practitioners, professionals and coaches.
- **Safety** : We are proactive and take all reasonable means to ensure the safety of participants and professionals in the field. We promote best practices.
- **Health** : We encourage healthy lifestyles and physical activity. We are committed to the long-term development of athletes both recreationally and competitively.
- **Accessibility** : Our network is made available to all types of practitioners.
- **Consultation** : We act in such a way that the various actors agree on a common goal and we strive to ensure everyone is represented.

2. The Board of Directors

The FQME is managed by a board of directors made up of volunteers, with six (6) members who are elected, and five (5) members who are appointed each year by the members of its commissions.

The board of directors determines the strategic plan, orientations and guidelines, as well as the priorities of the federation. The directors are accountable for the governance of the federation, and have a fiduciary responsibility.

The president, vice-president, treasurer and secretary are appointed from among the directors at the first meeting of the board of directors following the annual general meeting by all the directors, elected or appointed.

3. Eligibility Criteria

Who can become a director?

Anyone with an address of residence in Quebec and who is 18 years of age or over can apply, whether or not they are members of the FQME, **except**:

- Former FQME employees and their immediate families, for a period of 3 years following the end of their employment.
- Former FQME employees who were dismissed for a period of 5 years following the end of their employment
- People who have declared bankruptcy, or who have been convicted of a criminal offense that may be related to the role of administrator, such as theft or fraud.
- People who have been the subject of a decision by a Board of Directors revoking their mandate as director under their regulations concerning standards of ethics and professional conduct of board directors.

4. Participation Requirements

How much time do I need to devote to my work as a director? Can I commit myself?

The time that must be devoted to the board of directors may vary depending on the work to be done, but it requires **an average of 8 to 10 hours / month**:

- Preparation and participation in board meetings

- 1 to 2 hours of preparation
- 2 to 3 hours of meetings (8 to 12 meetings per year)
- Participation and work within the **statutory committees** *
 - Governance committee, human resources committee, finance committee, election committee
 - 2 to 4 hours per month, depending on the volume of work, or about fifty hours per year

*Involvement in a minimum of one (1) statutory committee is required from all board members. The distribution of roles is made on the basis of the interest of the members and the needs of the board.

5. Competencies and Experience

In order to successfully carry out its mandate, the board should aim to be composed of individuals with skills that span a range of backgrounds and fields.

Ideally, candidates have a profile that combines academic training, professional experience and skills from the following areas:

- Are not owners or staff of private companies or organizations linked to the Federation by an agreement for goods or services
- Corporate leadership and management
- Governance
- Marketing, media and communications
- Law
- Accounting and finance
- Risk management
- Strategic planning
- Organizational development

- Fundraising campaigns
- Market development and sales
- Human resources
- Ethics

In addition, the board of directors encourages applications from people who:

- Are bilingual (French / English)
- Will help attain its aspirations of parity, diversity, inclusion, and representation of the community
- Represent the values that the FQME wishes to convey
- Have experience as a director of a non-profit organization, or in the field of climbing, backcountry skiing/alpine touring, and other sports

For the 2021 election, three (3) board member positions are available. The board wishes to prioritize candidates who have experience and/or training in **accounting / finance, governance, law/legal affairs, and experience working on a board of directors.**

6. The Election Process

Candidates interested in joining the board of directors must:

1. Complete the [online nomination form](#)
2. Send an email to dq@fqme.qc.ca containing a **resume that highlights the skills and experience sought by the board of directors**

The applications received will be submitted to the Election Committee, who will review them, and through analysis and due diligence, will make recommendations based on the needs of the board.

The election committee will contact the selected candidates to obtain permission to conduct background checks, as well as authorization to communicate the necessary information to members so that they can properly choose the candidate(s) they want to vote for.

7. The Election Committee

The Election Committee is composed of:

- 3 FQME members
- 2 board directors

If the submitted applications do not provide the competencies and experience required to fill vacancies during an election, the Board reserves the right to leave the position(s) vacant.

Information on the suggested candidate(s) will be shared with members. Members will have one week to view the nominations and vote for their chosen candidate(s).

8. Important Dates (subject to changes)

- April 13 to May 14, noon : Call for applications
- May 14 to May 23 : Analysis of applications received
- May 31 to June 6 : Vote
- June 17 : Presentation of new board members at the AGM