



# SCPO

Saskatchewan Commission  
of Professional Outfitters

## **Board of Directors**

## **2019 Elections and Candidate Nomination Guide**

October 2018

*Through excellence in governance and programming the industry-driven Commission works in partnership with the provincial government and other stakeholders to ensure a healthy and sustainable outfitting industry exists in Saskatchewan.*

## 1. Nominations Period

The window for the nomination of candidates for SCPO's board of directors commences on Thursday, November 1st at 8:30 a.m. The nominations period closes Friday, December 7th at 5:00 p.m.<sup>1</sup>

## 2. Submission Instructions

Nomination forms may be obtained from SCPO's administrator. The nomination form is also included in this document. Completed nomination forms may be submitted by ordinary mail or registered mail, addressed to:

Saskatchewan Commission of Professional Outfitters  
PO Box 572 STN MAIN  
Saskatoon, Saskatchewan  
S7K 3L6  
Attn: Nominations Committee

Completed nomination forms may also be submitted through email, with the subject line 'Nominating Committee', to the following email address: [admin@scpo.ca](mailto:admin@scpo.ca). Members interested in making a nomination may also have their form processed by contacting the SCPO office at (306) 668-1388.

In order to be valid, nominations forms must be received or processed no later than 5:00 p.m. Friday, December 7th or postmarked no later than Monday, December 3rd.

## 3. Candidate Eligibility

Licensed Saskatchewan outfitters are eligible to run for SCPO's board of directors if they meet the following requirements.

1. The candidate is a member of SCPO at the time of their nomination (current 2018 member).<sup>2</sup>
2. The outfitter making the nomination is a member of SCPO at the time of nomination (current 2018 member).
3. The candidate is a member in good standing and is in compliance with provincial regulations and laws pertaining to outfitting.
4. The candidate is an owner/operator or is a senior manager directly involved in all relevant aspects of a specific outfitting business.

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<sup>1</sup> With consideration of special circumstances and on a case-by-base basis, as defined and approved through motion by the Board (e.g., not a full slate of candidates) a nomination may be accepted by the board after the December 1st deadline.

<sup>2</sup> 2018 membership application period closed as of September 2018.

#### 4. Members eligible to Vote

SCPO members will be eligible to vote for the election of 2019 board of directors if they meet the following requirements:

1. The outfitter has a 2018 SCPO membership, or the outfitter becomes a 2019 SCPO member by 8:00 p.m. the day before the 2018 members meeting (December 12th).
2. The member is present at the 2018 December members meeting during which directors will be elected.

Individuals eligible to vote must be the camp representative as identified on their SCPO membership application form (section D). The camp's representative may be changed, if required, by contacting SCPO and completing the change form (deadline for changes is December 10th, 2018). Member representatives must be owner/operators or senior managers involved in all aspects of the specific outfitting business.

Proxy, advance, and electronic votes will not be accommodated.

#### 5. Board Composition and 2019 Election Scope

SCPO's board is comprised of six directors. The 2019 December convention will include the election of two board positions.

The standard term for a director will be three years, and a director may serve three consecutive terms if re-elected at the end of each term. A director is not eligible to let their name stand for the board election after serving three consecutive terms.

The board is comprised of a Chair, Vice-chair, Sector Chair for each of the three sectors (fisheries, big game, game bird), and one director at large. Directors will be expected to participate as a sector chair at some point during their term. These appointments will be made by the board at the first full meeting of the board.

#### 6. Board of Director Job Description

All SCPO Board members are accountable to the membership. The primary function of a director is to direct the affairs of SCPO. Directors are committed to effective preparation for meetings, serving the industry as a whole, making a commitment to the established governance and business practices, and dedicating the time required to support the organization's and members' interests. The Board meets in person a minimum of three times per year, and holds meetings by conference call on a frequent basis.

All board members will be required to confirm their commitment to policy-based governance. The role of the board is guided by the policies outlined in the board's governance manual (SCPO Policy Manual), with portions of key policies referenced as follows.

##### Policy 2.1 Governance Commitment

The Board strives to ensure the accountability of the Commission by:

1. Achieving appropriate results at an appropriate cost; and

2. Avoiding unacceptable activities, conditions and decisions.

The Board is committed to rigorous, continual improvement of its capability to define Vision, Mission and Strategic Priorities.

Policy 2.2 Governance Style

The Board strives to ensure the accountability of the Commission and governs with outward vision, recognizes diversity in viewpoints, provides strategic leadership, maintains a distinction between Board and Chief Executive roles, reaches collective decisions, and is proactive by looking to the future.

The Board will:

1. Cultivate a sense of group responsibility. The Board will use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute individual judgements for the Board's values.
2. Initiate policy with a major focus on the intended long-term impacts outside the operating organization.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policy-making principles, respect of roles, and ensuring the continuity of governance capability. The Board will allow no officer, member or committee of the Board, to hinder or be an excuse for not fulfilling its commitments.
4. Recognize that continual updating of skills and awareness of all issues relating to the outfitting industry are vital to a Board member's contribution to the Board. Therefore, it is expected that:
  - a) All Board members shall undertake a complete orientation to ensure familiarity with The Commission's structure, current Board issues and governance process.
  - b) All Board members shall ensure that they gain reasonable knowledge and understanding of current outfitting issues and activities in Saskatchewan.
  - c) On an annual basis, the Board will identify its education needs with respect to the external environment and exploration of future perspectives which may have implications for the outfitting industry.
5. Monitor and discuss the Board's process and performance regularly in accordance with the Governance Policies.
6. The Board will review Governance Process Policies on a regular basis, at least annually.

Policy 2.3 Role of the Board

The Board is to represent the membership by determining and ensuring appropriate organizational performance and well-being. To distinguish the Board's own unique role from the jobs of The Commission staff, the Board will concentrate its efforts on the following "products" or outputs.

1. The link between the organization, the membership, the Government of Saskatchewan, and the market.
2. Written governing policies which address:
  - a) Strategic Priorities: organizational services, impacts, benefits, outcomes, recipients, and their relative worth.
  - b) Executive Limitations: constraints on executive authority which establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
  - c) Governance Process: specification of how the Board conceives, carries out and monitors its own tasks.
  - d) Board-CEO Relationship: how power is delegated and its proper use monitored; authority and accountability of the Chief Executive Officer.
3. The assurance of Chief Executive Officer's performance.
4. The link between the organization and the outfitting industry, with a primary purpose of cultivating relationships in support of Board effectiveness.
  - a) The Board of Directors attend as many industry and industry-related events and activities as possible. This would include but not be limited to Commission conferences, tourism conferences and events, and other stakeholder association events.
  - b) Board members attend industry events if deemed appropriate.

**SCPO Board of Directors – 2019 Director Nomination Form**

PLEASE NOTE: all candidates are required to review the 2019 Nomination Guide which outlines a director's roles and responsibilities.

**Candidate Information**

Candidate Name: \_\_\_\_\_

Camp Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Outfitting License #: \_\_\_\_\_

Email: \_\_\_\_\_ Primary phone #: \_\_\_\_\_

Sectors (please check):  fisheries  game bird  big game  
If multiple sectors, identify primary sector:  fisheries  game bird  big game

\_\_\_\_\_  
SCPO Membership #: \_\_\_\_\_ (to be completed by SCPO Office)

**Nominating Member Information**

Nominating Member Name: \_\_\_\_\_

Camp Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Outfitting License #: \_\_\_\_\_

Email: \_\_\_\_\_ Primary phone #: \_\_\_\_\_

\_\_\_\_\_  
SCPO Membership #: \_\_\_\_\_ (to be completed by SCPO Office)