

### Skills and Experience Matrix

Annually, the Skate Canada: Alberta-NWT/Nunavut Board of Directors will review the skills and experiences of the Directors to see where gaps exist and to prioritize skills and experiences needed for the future. The Nominating Sub-Committee will consider identified skills and experiences when recruiting potential candidates for the next election. Skills and experience gaps and priorities will also be taken into consideration in the Board Succession Plan. The use of this tool will assist the Board in having the skills needed to guide the association in having representatives of its membership and members possess a variety of expertise and experiences. The list of skills and experiences are not all inclusive. Annually the Board will review the list adding, deleting and prioritizing skills and experiences as appropriate.

Specialized Skills and Experiences	Notes
<b>GOVERNANCE</b>	
Board Experience	Experience with breadth and scope of governance matters; this could include experience at a profit or non/not for profit organization, club, section or municipal level
Committee Experience	Experience on a committee with breadth and scope (i.e. experience in a governance-level committee)
Understanding of Association Business & Issues Management	Understanding the purpose of non-profit management and the role of the board, amateur sport and PSO's.
Policy Development & Management	Experience developing Board governance policies and monitoring their implementation
<b>ADMINISTRATIVE</b>	
Financial & Accounting	Financial background; someone who understands aspects of financial management
Legal	Experience may be with contract/agreement writing
Information Management	Background or experience with IT/computer programming/websites
Human Resources	Experience with workforce planning, succession planning, employee relations and legislative/regulatory obligations for employers (covers areas such as payroll, WCB, RRSP regulations, etc).
<b>MARKETING</b>	
Brand Promotion	Experience with aspects of brand development, promotion, marketing
Experience Developing Partnerships with External Stakeholders	Experience or skill set at a business or volunteer level
Public Relations	Experience or skill set at a business or volunteer level

<b>STRATEGIC</b>	
Strategic Planning and Reporting	Experience or skill set at a business or volunteer level
Enterprise Risk Management	Experience or skill set at a business or volunteer level
Fundraising/Sponsorship	Experience or skill set at a business or volunteer level
<b>SKATE CANADA EXPERIENCE</b>	
Club Experience	Experience with a Skate Canada club in any aspect: board, committee, volunteer
Section Experience	Experience as a Region Rep, Region Coaching Rep, Committee member
Technical Experience	Could include any specific areas such as coaching, officiating, athlete, etc.
<b>GENERAL COMPETENCIES AND EXPERIENCE</b>	
Leader/Motivator	
Effective Communicator	
Language Profile (English/French)	
Conflict Resolution Skills	
Effective Teamwork and Inter-personal Dynamics	
Critical Thinking and Decision Making	
Other	