



Board of Directors – Appointed Positions

Recommendations for the NEW BRUNSWICK Representative, 2025-2026

Deadline for Recommendations: Friday, January 23, 2026

The Nominations Committee is seeking recommendations for an appointed position to the Board of Directors for Physical & Health Education Canada. The Committee is looking for an individual with an interest in pursuing our association's vision and mission. The Committee will seek to recommend a candidate to the Board so that the Board has representation and expertise in various areas.

Established in 1933, PHE Canada is Canada's national charitable association championing healthy, active kids through the promotion and advancement of quality physical and health education and healthy school communities to ensure each and every child and youth in Canada has the knowledge, skills, and attitudes to lead resilient, active, and healthy lives.

Procedure

- ❖ Any Member, or person willing and able to become a Member, of the Association can recommend a relevant candidate for appointment to the Board of Directors. The person from that province/territory shall sign the recommendation along with one other person from that province/territory. The nominee must also sign the recommendation with a statement of agreement.
- ❖ PHE Canada actively encourages recommendations from members of groups with historical and/or current barriers to equity, including but not limited to:
 - Indigenous peoples (First Nations - includes Status, Treaty or Non-Status, Métis, and Inuit);
 - Members of groups that experience systemic oppression and discrimination due to race, ancestry, gender, colour, sexual orientation, religion and/or spiritual beliefs, or place of origin;
 - Persons with visible and/or invisible disabilities.
- ❖ A picture, contact information, and a biographical summary with relevant experience (300 words maximum) of the candidate should accompany the recommendation form.
- ❖ Should there be two or more recommendations submitted for an appointment, the Nominations Committee will table the most appropriate candidate for the appointment.
- ❖ Recommendation forms must be submitted to the PHE Canada office as soon as possible, but not later than **Friday, January 23, 2026**.

Eligibility

Eligible candidates are active in their PHE Community, have a passion for advancing and empowering the field of PHE, and eager to put their enthusiasm and expertise to work on a national scale. They are also individuals of any gender who are 18 years of age or older; have the power under law to contract; who are not an employee of PHE Canada; must be a Member or become a Member of the Association; and if appointed in the capacity of a Provincial/Territorial Representative, must reside in the province/territory for which the person was appointed and remain in that province/territory throughout the person's term.



Term Limits and Responsibilities

Appointed Provincial/Territorial Representatives will hold office for the remainder of the unexpired term of their predecessor.

Appointed Directors with a specific mandate will have a term that expires at the close of each Annual General Meeting in the fall, to a maximum of 4 consecutive terms.

Board meetings are usually held quarterly and by video conference calls, with one in-person meeting.

Board member responsibilities include:

- ❖ Establishing policies and monitoring implementation with the goal of leading the organization toward prosperity and sustainability;
- ❖ Reviewing agenda and supporting materials before Board and committee meetings;
- ❖ Attending and actively participating in meetings of the Board, and meetings of the General Assembly; *Please note that there are quarterly Board meetings, and limited funds for in-person attendance.*
- ❖ Chairing, or actively participating in, committees such as the nominating; finance and audit; equity, diversity, and inclusion; council of provinces & territories; and research committees;
- ❖ Approving annual budgets and audit reports;
- ❖ Completing a vulnerable sector and background check/screening, and required trainings;
- ❖ Supporting and encouraging opportunities for Board development;
- ❖ Representing PHE Canada to stakeholders and acting as an ambassador for the organization.

If you or someone you know are interested in contributing your expertise to our dynamic and impactful organization, please apply by **Friday, January 23, 2026** to:

Attention: Nominations Committee

Email: info@phecanada.ca

Fax: (613) 523-1206

Mail: Physical & Health Education Canada

2451 Riverside Drive

Ottawa, ON K1H 7X7



**RECOMMENDATION Form
Board of Directors – Appointed Positions**

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Deadline for Recommendations: Friday, January 23, 2026

We, the undersigned being Members, or will become Members, of the Association, do hereby recommend (print name of candidate) _____
for the position of provincial/territorial representative on the Physical & Health Education Canada Board of Directors to represent the province/territory of NEW BRUNSWICK.

Nominator 1 (print name) _____ Signature (1) _____

Nominator 2 (print name) _____ Signature (2) _____

Acceptance:

I, (nominee signature) _____

whose pronouns are _____

agree to accept the recommendation for the above position on the Physical & Health Education Canada Board of Directors.

- ☐ Completed form.
- ☐ A picture of the nominee.
- ☐ Contact information of the nominee (mailing address, phone number, email).
- ☐ A biographical summary (300 words maximum) of the nominee showcasing their eligibility.

Please send this completed recommendation form, a picture, contact information, and biographical summary of the candidate to:

Attention: Nominations Committee

Email: info@phecanada.ca

Fax: (613) 523-1206

Mail: Physical & Health Education Canada
2451 Riverside Drive
Ottawa, ON K1H 7X7