



## Board of Directors – Nomination Package

Thank you for your interest in being part of the KVMHA Board of Directors. The KVMHA Board of Directors is a highly motivated and passionate group of individuals who work toward the common goal of making the game of hockey better for all families and individuals within the Association. KVMHA is one of the largest Associations in New Brunswick and considered one of the “larger” Associations in Canada.

Leadership is built from the ground up and usually starts with individuals wanting something better. As a potential Board of Director for KVMHA you will be a part of a team that is eager to learn, grow and contribute to making hockey better in Kennebecasis Valley area.

Please read the information in this nomination package carefully and provide a complete submission. Please NOTE all applications must be received at least 7 days prior to the AGM. If you have any questions or seek clarification about the KVMHA Board of Directors, feel free to contact any current member of the Board or contact myself at your convenience.

Thanks again for your interest and good luck in your pursuit.

Patrick Collins  
KVMHA, Director of Administration

## Nomination Package Checklist

Please submit a **complete** nomination package and use the following checklist to ensure you include all required components. Once completed please email to Kate Craik, Director of Communications at [kvmhacommunications@gmail.com](mailto:kvmhacommunications@gmail.com)

**NOTE:** Please note that by completing this application, you are agreeing to your completed application form to be placed on the KVMHA website.

**\*\* No information will be considered until a **complete** nomination package is received**



- X   Signed Nomination Form
- X   Resume & Credentials
- X   Volunteer Experience
- X   Current Involvement with Hockey (include children if applicable)
- X   You have read and agree to the stated DECLARATION OF CONFLICT

### Board of Directors NOMINATION FORM

Recognizing the duties and responsibilities, I hereby agree to let my name stand for nomination to the KVMHA Board of Directors.

Name of nominee	Stephen Sutherland
Address	██████████
Postal code	XXXXXX
Position(s) you are running for:	XXXXXX
Email	████████████████████
Phone (include cell and home)	██████████
Occupation	XXXXXX

**SIGNATURE of NOMINEE:**   S. Sutherland



## CANDIDATE RESUME & CREDENTIALS

*(Please use this page to enter your resume and any credentials you may currently have. Alternatively, feel free to attach your resume separately with your submission)*

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### EDUCATION

- 2010 – Bachelor of Business Administration – Major in Accounting – St Francis Xavier University
- 2008 – Bachelor of Arts – Major in Sociology – St Francis Xavier University

### EXPERIENCE

**Project Manager - Irving Oil Ltd - 2023 – Current**

**Regional Operations Manager NB & PEI - Irving Equipment Ltd - 2020 –2023**

**Refinery Site/Project Manager - Irving Equipment Ltd - 2017 – 2020**

### SKILLS

- Project Management
- Communication & Team Building,
- Budget Development, Management, and Forecasting
- Leading Change & Process Improvement
- Proposal writing, Bidding, & General Business Development



## **VOLUNTEER EXPERIENCE**

*(Please use this page to provide an overview of all relative experience that demonstrates your commitment to volunteerism)*

Include any skills or experience you have to offer the KVMHA Board of Directors.

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- 2019/2020 KVMHA U7 Minor Assistant Coach
  - 2020/2021 KVMHA U7 Minor Assistant Coach
  - 2021/2022 KVMHA U7 Minor Head Coach
  - 2023/2024 U9 Major Assistant Coach
  - 2024/2025 U9 Major Head Coach
  - 2024/2025 U11A Assistant Coach
  - Gusto Riverhawks Coaching 2020-2025
  - Prospects Hockey Coach 2025
  - Chris Saunders Elementary Hot Lunch Program 2020-2025



**CURRENT INVOLVEMENT WITH HOCKEY**  
*(include children if applicable)*

Please list any roles you currently have within the game of hockey including but not limited to:

- Parent of player
- Manager
- Coaching
- Officiating

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- Parent of Player X2
  - Head Coach – 2024/2025 KVMHA U9 Tier 1
  - Assistant Coach – 2024/2025 KVMHA U11A
  - Skills Instructor – Gusto U9 Winter High Performance Program
  - Skills Instructor – Gusto U11 Winter High Performance Program
  - Assistant Coach & Team Manager – Gusto Riverhawks 2017 Winter Series Team
  - Assistant Coach & Team Manager - Gusto Riverhawks 2017 Spring Team
  - Head Coach – Gusto Riverhawks 2015 Spring Team
  - Lead Instructor – Gusto U11 High Performance Spring Program
  - Assistant Coach – Prospects Hockey 2017 Montreal Meltdown



## DECLARATION OF CONFLICT

The **successful candidate** will be required to submit a declaration of conflict. The KVMHA Board will review all information and determine if there's a conflict.

Each newly elected (or by acclamation) KVMHA Board Member, is required to list other volunteer or paid positions that they are associated with that may be an actual, perceived, or potential conflict under Hockey New Brunswick's jurisdiction (example: team, league, association), or a with organizations external to Hockey New Brunswick (such as private hockey business, etc).

Newly elected Board Members are agreeing to not participate in any communication (e.g. social media) that would run against the interests and goals of KVMHA.