

Call for Nominations to the Board of Directors of fmi*igf

ABOUT FMI*IGF

The Financial Management Institute of Canada (fmi*igf) is a nationally recognized, not-for-profit volunteer association which has been providing professional development to the public sector since 1962. The organization operates 14 chapters across Canada, directed by volunteer boards both nationally and regionally. It is supported by a National Office in Ottawa, which is manned with eight staff and operates with a budget of \$2.5 million dollars (2019-20).

Through volunteer committees and working groups, fmi*igf offers national and regional learning events, cutting-edge online courses, along with an e-journal and webinars that focus on providing thought leadership and insights to the public sector financial management community.

THE OPPORTUNITY

fmi*igf is governed by a National Board of Directors (Board) comprised of elected members and fmi*igf's CEO. Each year, through our election process, we seek visionary members to provide strong leadership for fmi*igf.

The role of the Board is to oversee the management and affairs of fmi*igf and to take reasonable steps to ensure that fmi*igf achieves its mission. The Board delegates responsibility for the day-to-day operations of fmi*igf to the CEO. The Board meets 6-10 times a year by phone and 3 times in person. For more information on positions, please refer to the Roles and Responsibilities document on the website or the fmi*igf bylaws.

This June, members will elect the following:

1. President
2. Vice President
3. Secretary-Treasurer
4. Governance Director
5. Central Regional Director

The term of office will expire at the conclusion of the AGM to be held in 2021 with the exception of the Vice President who is to be elected for a four year term and will automatically assume the position of President at the conclusion of the 2021 AGM.¹

QUALIFICATIONS

This year, the Board will be looking to recommend as its slate of candidates, individuals who have:

- Significant experience and expertise (3+ years) serving on a not-for-profit, public sector or private sector board;
- Experience as a senior executive or manager of an organization of equal or greater scope/complexity to fmi*igf, and with multiple stakeholders; and/or

¹ In accordance with Bylaws 7.1 and 7.2,

- Significant experience and expertise working with for an organization with similar financial complexity as fmi*igf. Hands-on experience in management all aspects of financing arrangements, oversight of financial reporting, budgeting and financial performance management

Fmi*igf has identified a number of skill areas relevant to the association. In 2020, we are focusing on finding candidates who have significant and relevant experience in any of the following areas (in the order of priority):

- Legal
- Information Management & Technology
- Communications
- Procurement
- Risk Management
- Human Resource Management
- Development of adult education and programming
- Public Sector Knowledge and/or Not-For Profit Knowledge

Leadership experience serving on and/or supporting a fmi*igf Chapter Board or PD Week is considered an asset.

It is important the candidates be:

- Committed to the fmi*igf mission
- Available to travel to meetings three times a year

Interested candidates are encouraged to learn more about the fmi*igf's Board, the qualifications, and time commitments for serving on the Board, and the candidate selection process by visiting our website. If you would like to know more about specific roles, you can also email the Governance & Nominations Committee member, Athena Dinos at athena.dinos@canada.ca.

Fmi*igf is committed to promoting diversity and inclusion as part of its election process; allowing the organization to benefit from all available talent in support of good board governance. Members who hold a valid fmi*igf membership are encouraged to consider this opportunity.

IMPORTANT DATES

- May 1, 2020 – Recommended Slate of Candidates posted on the fmi*igf website for consideration.
- May 1, 2020 - Call for Nominations will be sent to members²
- May 27, 2020 – Nominations must be received by fmi*igf by 5pm.
- June 1, 2020 – Nominee names/bios to be posted on the web site for consideration.
- June 1, 2020 - Election instruction will be posted on the website and emailed to members
- June 8, 2020 – Close of election. Directors will be elected by majority of members electronic vote

Those elected will take office at the close of the Special General Meeting on June 8, 2020.

² In accordance with Bylaw 9.4

GOVERNANCE AND NOMINATIONS COMMITTEE

The Governance and Nominations Committee conducts an extensive search to find candidates that it believes can successfully fulfil the role of a director. The Governance and Nominations Committee ensures that a list of qualified nominees is put forward for election to the Board that will achieve the goals of a strong and balanced leadership for fmi*igf.

The Governance and Nominations Committee is composed of up to 10 members³, chaired by the President. The committee include:

- President
- Vice President
- Governance Director
- CEO (non-voting member)
- Up to two member representatives from each of the three geographical regions.

Currently, the Vice President position is vacant and up to election. In addition, both the President and Governance Director have announced their intention to stand for e-election and therefore will recuse themselves of any discussion on their possible candidacy.

CONTACT US

Questions on the Expression of Interest process can be directed to Governance and Nominations Committee member, Athena Dinos, at athena.dinos@canada.ca.

NOMINATION PROCESS

As per bylaw 9.4, in addition to the slate of candidates recommended by the GNC and posted on the fmi*igf website, any member may be considered for election as a Directors upon receipt of written nomination supported by five (5) members. The written nomination must include:

- Name of candidate being nominated
- Position being nominated to
- Member name, home address, Chapter and signature

To facilitate the election process, the following are also requested:

- A short personal biography to be shared with members for the election
- Recent CV & Cover letter
- Completed Skills Matrix (attached) & Signed Acknowledgement

Please send the nomination to Governance and Nominations Committee member, Athena Dinos at athena.dinos@canada.ca by **May 27, 2020 at 5:00 PM**.

IMPORTANT INFORMATION

Directors have a fiduciary duty to fmi*igf and must carry out in good faith the duties prescribed to them through legislation and fmi*igf Bylaws.

³ In accordance with Bylaw 13.6 & 13.7

To achieve its goals and meet its fiduciary responsibilities, fmi*igf has identified the need for diverse voices on the Board, with a blend of skills in leadership, strategy development, financial literacy, and risk management, as well as experience in governance, human resource management and an understanding of the sector under which we operate.

Please grade your skills and personal attributes using the rankings provided below and describe your skills and attributes experience in your cover letter. Note that it is not necessary for each director to have experience in each area.

Skills and Experience Matrix:

Governance - Significant experience and expertise (3+ years) serving on a not-for-profit, public sector or private sector board or Committee.	
Business Executive Leadership - Experience as a senior executive or manager of an organization of equal or greater scope/complexity to fmi*igf, and with multiple stakeholders.	
Human Resources Management - Experience in a leadership role or providing professional advice with respect to human resources management (including performance management systems, compensation, succession planning and/or change management).	
Finance and Accounting - Significant experience and expertise for an organization with similar financial complexity as fmi*igf. Hands-on experience in managing all aspects of financing arrangements, oversight of financial reporting, budgeting and financial performance management.	
Legal - Experience with, or can demonstrate knowledge of, corporate and contract law, legal principles, processes and systems. May include interpreting and applying legislation.	
Procurement: Experience with contracts including involvement with creation and/or approval of RPFs	
Information Technology - Experience in a leadership role or providing professional advice with respect to the design and implementation of enterprise-wide information technology.	
Strategy Development - Executive-level experience in long-term strategic planning, including development, execution, and monitoring of strategic plans.	
Risk Management - Experience or can demonstrate knowledge of enterprise risk management, including the establishment of risk tolerance; identify potential risk, recommending preventative measures and suggestions to mitigate risk.	
Sector Knowledge - Industry knowledge including an understanding of the customers, competitors and stakeholders of the fmi*igf community as well as an understanding of the challenges involved in adult learning for public sector financial sector.	
Communications - Experience in directing and/or overseeing corporate communications programs (internal and external) that effectively describe and promote the organization and/or its products; experience in crisis management communication (managing and monitoring its delivery) and promotional campaign ideas in various types of media.	
Education - Experience in the preparation of and/or delivery of adult continuing education.	
Stakeholder Relations - Track record of experience building and fostering respectful, mutually beneficial relationships with diverse stakeholders; experience communicating with and engaging stakeholders at key touchpoints in a manner that is responsive, transparent and meaningful.	

RANKING	0	No experience	I do not know much about this area
	1	I understand this area	Understanding of the skill area through formal education, board or practical experience less than 2 years
	2	I have experience in this area	Demonstratable knowledge and ability of the skill area through practical experience 2-7 years
	3	I am considered an expert	Extensive knowledge and ability of skill area gained through practical experience of more than 7 years

CONFIDENTIALITY

Fmi*igf will make reasonable efforts to keep your personal information contained in this form confidential and limited to the Governance and Nominations Committee, the staff, and contractors supporting the work of the Governance and Nominations Committee. However, fmi*igf may be required to release personal information through a request by court order, or as required by law.

ACKNOWLEDGEMENT

By completing and submitting this form to fmi*igf, the undersigned acknowledges and agrees that they:

- wish to be considered as a candidate for a position on the Board of Directors of the fmi*igf;
- have provided truthful information on this application;
- will promptly disclose to fmi*igf any conflict of interest; and
- will comply with all rules and policies issued by fmi*igf or its Board of Directors.

Signed: _____

Date: _____