



# Nomination for Election 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.

Through the National Office, volunteer committees and working groups, fmi\*igf offers national and regional learning events, cutting-edge online courses, along with 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 4 times in person. For more information on roles, please refer to the Terms of Reference document on the website or the fmi\*igf bylaws.

This November, members will elect the following:

1. Four (4) Directors
2. Central Regional Director

The term of office will expire at the conclusion of the AGM to be held in 2023.

The Board will nominate and select a Chair from the seven Directors on the Board. The Chair will assign individual Directors to the roles of Vice Chair, Secretary, Treasurer and Governance.

## 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;



- 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 2021, we are focusing on finding nominees who have significant and relevant experience in any of the following areas (in the order of priority):

- Information Management & Technology
- Risk Management
- Communications
- Procurement
- Legal
- 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 nominees be:

- Committed to the fmi\*igf mission
- Available to travel to meetings four times a year (post Covid19).

Nominees are encouraged to learn more about the fmi\*igf's Board, the qualifications, and time commitments for serving on the Board, by visiting our website. If you would like to know more about specific roles, you can also email Governance & Nominations Committee member, Barbara Kelly at [Governance@fmi.ca](mailto:Governance@fmi.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.



## NOMINATION PROCESS

Individuals wishing to be nominated must submit a Nomination Form (attached) to the Governance and Nominations Committee along with:

- Recent CV & Cover letter outlining how you meet the qualifications & demonstrates the skills on the matrix
- A short personal biography to be shared with members prior to election

Please send the documents to Governance and Nominations Committee member, Barbara Kelly at [Governance@fmi.ca](mailto:Governance@fmi.ca) by 5pm on **October 21, 2021**.

The Governance & Nominations Committee will assess Nominations received by the deadline and will post for the consideration of members by November 5, 2021. The Committee may endorse selected nominees.

## IMPORTANT DATES

- September 20, 2021 - Call for Nominations sent to members.
- October 21, 2021 – Nominations must be received by fmi\*igf by 5pm (ET).
- November 5, 2021 –All Nominee names/bios will be posted on the web-site for consideration.
- November 22, 2021 - Directors will be elected by majority of members voting at the Annual General Meeting of the Members (electronic vote)

Those elected will take office on December 1, 2021.

## 2021 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.

## CONTACT US

Questions on the process can be directed to Governance and Nominations Committee member, Barbara Kelly at [Governance@fmi.ca](mailto:Governance@fmi.ca).



## Nomination for National Board of Director fmi\*igf

The Governance and Nominations Committee is seeking candidates for four positions of Director and one Central Regional Director for the 2021 election. The information obtained on this form will be used to assess your candidacy and to put to the members for election.

### DEADLINE

Individuals interested in a position on the National Board of Directors of fmi\*igf should complete this form and submit:

- a copy of their CV
- a cover letter outlining how they meet the qualifications
- a short biography and picture (head shot) to be posted on fmi\*igf's website highlighting their skills

to the Governance and Nominations Committee by October 21 at 5:00 PM. Forms are to be sent by email to the Governance and Nominations Committee member, Barbara Kelly at [Governance@fmi.ca](mailto:Governance@fmi.ca)

### 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.

### PERSONAL INFORMATION

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

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

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Indicate the position/s for which you wish to be considered: \_\_\_\_\_



YOUR SKILLS AND EXPERIENCE

Language Skills:     \_\_ English     \_\_ Limited     \_\_ Basic     \_\_ Fluent  
                          \_\_ French     \_\_ Limited     \_\_ Basic     \_\_ Fluent

Do you have previous board experience outside of fmi\*igf?   \_\_ Yes   \_\_ No

Are you willing to travel for board meetings (post Covid 19)?   \_\_ Yes   \_\_ No

Explain your reason for seeking nomination, how your skills and experience meet the criteria and how your attributes and interests will contribute to advancing the mandate of fmi\*igf:

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Please provide the names and contact information of three (3) fmi\*igf members in good standing who support your nomination. Individuals seeking election to the Central Region Director must be nominated by members of the Central Region (Capital, Ontario, Montreal, Quebec Chapters).

Name	Email	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

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:

<b>SKILLS AND EXPERIENCE</b>		
	<b>Governance</b> – Significant experience and expertise (3+ years) serving on a not-for-profit, public sector or private sector board or Committee.	
	<b>Business Executive Leadership</b> – Experience as a senior executive or manager of an organization of equal or greater scope/complexity to fmi*igf, and with multiple stakeholders.	
	<b>Human Resources Management</b> – 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).	
	<b>Finance and Accounting</b> – 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.	
	<b>Legal</b> – Experience with, or can demonstrate knowledge of, corporate and contract law, legal principles, processes and systems. May include interpreting and applying legislation.	
	<b>Procurement</b> – Experience with contracts including involvement with creation and/or approval of RFPs.	
	<b>Information Technology</b> – Experience in a leadership role or providing professional advice with respect to the design and implementation of enterprise-wide information technology.	
	<b>Strategy Development</b> – Executive-level experience in long-term strategic planning, including development, execution, and monitoring of strategic plans.	
	<b>Risk Management</b> – 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.	
	<b>Sector Knowledge</b> – 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.	
	<b>Communications</b> – 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.	



	<b>Education</b> – Experience in the preparation of and/or delivery of adult continuing education.	
	<b>Stakeholder Relations</b> – 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 in this area.	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: \_\_\_\_\_