

## Expression of Interest: Appointment to the Board of Directors

Financial Management Institute of Canada

### 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 includes a national office located in Ottawa and 14 chapters across Canada. It is directed by volunteer boards both nationally and regionally. The national office operates with a budget of \$3.6 million dollars (2022-23) and is responsible for the annual flagship event called PD Week held in the National Capital Region. The organization is also responsible for a smaller scale regional event called the Public Service Management Workshop (PSMW) which is delivered in collaboration with a host chapter. In addition, the organization delivers on the National Board strategies and provides support to the broader **fmi | igf** family of chapters. The organization delivers on the National Board strategies and provides support to the broader **fmi | igf** family of chapters.

Through volunteer committees and working groups, **fmi | igf** offers national and regional learning events, online courses, and webinars targeted to the public sector financial management community at all levels of government.

### THE OPPORTUNITY

**fmi | igf** is governed by a volunteer National Board of Directors (Board) comprised of elected members and **fmi | igf**'s CEO. The Board oversees the management and affairs of **fmi | igf** and works to ensure that **fmi | igf** achieves its mission. The Board meets virtually 6-10 times per year, with up to 3 of those meetings being in-person. Directors serve a two (2) year term beginning shortly after their election at the annual AGM held each November.

This November, members will elect the following positions:

**Eastern Regional Director**

**Western Regional Director**

**Director at Large**

*To qualify for the Regional Director position nominees must reside in the noted **fmi | igf** region*

## QUALIFICATIONS

This year, The Board will be recommending a slate of candidates who have:

- Significant experience and expertise (3+ years) serving on a not-for-profit, public sector or private sector board;
- Experience as an executive or manager of an organization of equal or greater scope/complexity to **fmi | igf**, and with multiple stakeholders; and/or
- Significant experience and expertise working with for an organization with similar financial complexity as **fmi | igf**.
- Hands-on experience in management, oversight of financial reporting, budgeting and financial performance management
- Leadership experience serving on and/or supporting a **fmi | igf** Chapter Board or PD Week or PSMW Organizing Committee is considered an asset.

**fmi | igf** has identified a number of skill areas relevant to the association. Specifically, the Board is seeking candidates with significant and relevant experience in any of the following areas:

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

Finally, candidates must be:

- **fmi | igf** members in good standing
- familiar with, and committed to, the **fmi | igf** mission
- available for scheduled meetings and able to travel to meetings two or three times a year

Interested candidates are encouraged to learn more about the **fmi | igf**'s Board and the candidate selection process by visiting:

- [Current Board of Directors](#)
- [Bylaws](#)
- [Board Terms of Reference](#)

If you have any other questions please email the Chair of the Governance & Nominations Committee 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.



Only members in good standing who hold a valid **fmi | igf** membership are encouraged to consider this opportunity. Not a member and want to become one, it's easy, just go to <https://crm.fmi.ca/mpower/membership/app-signin>

## APPLICATION PROCESS

Individuals wishing to be considered for the Board-approved slate of candidates are invited to send their Nominations Package outlined below to the Governance and Nominations Committee [governance@fmi.ca](mailto:governance@fmi.ca) by **5pm EST, October 18, 2024**.

The Governance & Nominations Committee will assess expressions of interest received by the deadline and present a slate of recommended candidates to the Board of Directors for consideration by Nov 1, 2024.

## IMPORTANT DATES

- |                     |  |
|---------------------|--|
| <b>Oct 18, 2024</b> | Expression of Interest closes <b>5 PM EST</b>  |
| <b>Nov 1, 2024</b>  | Slate of qualifying candidates posted on the <b>fmi   igf</b> website for consideration with photo and bios  |
| <b>Nov 19, 2024</b> | Directors will be elected by majority vote of <b>fmi   igf</b> members present at the AGM to be held in person during PD Week in Ottawa (11:45 AM) |

## NOMINATION PACKAGE REQUIREMENTS

**fmi | igf** Members in good standing interested in a position on the National Board of Directors of **fmi | igf** MUST submit:

- Nomination Form (provided below); plus,
- Candidate's CV and a cover letter outlining how they meet the qualifications
- Skill Matrix
- Three (3) nomination references from **fmi | igf** members in good standing
- Photo
- Short biography to be posted on **fmi | igf**'s website highlighting their skills

Please forward your package to the Governance and Nominations Committee by **Oct 18, 2024 at 5:00 PM EST**. Forms are to be sent by email to the Governance and Nominations Committee member at [governance@fmi.ca](mailto:governance@fmi.ca). Any nominations received after this deadline will not be considered in the process.

**The Governance and Nominations Committee, along with the Board of Directors, reserve the right to exclude any applications that do not meet the criteria and deadlines.**



## NOMINATION FORM

Please complete the following information and submit with your nomination package no later than **5 pm EST October 18, 2024**. If you have any questions, please forward them to [governance@fmi.ca](mailto:governance@fmi.ca).

<b>PERSONAL INFORMATION</b>			
Name			
Address			
Email Address			
Telephone			
Position(s) applied for:			
<b>YOUR SKILLS AND EXPERIENCE</b>			
<b>English</b>	Limited	Basic	Fluent
<b>French</b>	Limited	Basic	Fluent
<b>Do you have previous board experience outside of fmi   igf?</b>	Yes	No	
<b>Are you willing to travel for board meetings?</b>	Yes	No	
<b>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:</b>			

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. Note that it is not necessary for each director to have experience in each area.

**Please grade your skills and personal attributes appropriately using the rankings provided below and describe your skills and attributes experience in your cover letter.**

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

**CONFIDENTIALITY**

**fmi | igf** will make all 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.

Name: -----

Signature: -----

Date: -----

