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 just under $4 million dollars (2023-24) 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 delivers 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 two Director at large positions.

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**. **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 by **5pm EST, October 17, 2025.**

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 3, 2025.

IMPORTANT DATES

Oct 17, 2025	Expression of Interest closes **5 PM EST**
Nov 3, 2025	Slate of qualifying candidates posted on the **fmi | igf** website for consideration with photo and bios
Nov 18, 2025	Directors will be elected by majority vote of **fmi | igf** members present at the AGM to be held in person during PD Week in Ottawa (11:45 AM)

NOMINATION PACKAGE REQUIREMENTS FOR NEW APPLICANTS

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 (150-200 words) to be posted on **fmi | igf**'s website highlighting their skills. *If available please submit this component in both English and French.*

Please forward your package to the Governance and Nominations Committee by **Oct 17, 2025 at 5:00 PM EST**. Forms are to be sent by email to the Governance and Nominations Committee member at 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 applicants based on the results of their assessment.

NOMINATION FORM

Please complete the following information and submit with your nomination package no later than **5 pm EST October 17, 2025**. If you have any questions, please forward them to governance@fmi.ca.

PERSONAL INFORMATION				
Name				
Address				
Email Address				
Telephone				
Position(s) applied for:				
YOUR SKILLS AND EXPERIENCE				
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?			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:				

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.**		
0	No experience	I do not know much about this area
1	I understand this area	Understanding 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

Governance - Significant experience and expertise (3+ years) serving on a not-for-profit, public sector or private sector board or Committee.	3
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.	

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: ____