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 that has supported professional development in public sector financial management since 1962. Through its national office, 14 chapters, volunteer committees and working groups, **fmi | igf** delivers professional development through national and regional learning events, online courses and webinars for financial management professionals at all levels of government.

Headquartered in Ottawa, **fmi | igf** operates with a national office budget of nearly $4 million and delivers its flagship annual event, PD Week, in the National Capital Region. The national organization works with and supports the broader **fmi | igf** network of chapters while implementing the strategic direction established by the National Board.

THE OPPORTUNITY

fmi | igf is governed by a volunteer National Board of Directors (Board) comprised of elected directors and the CEO. The Board provides strategic oversight of the organization and is responsible for ensuring that **fmi | igf** fulfills its mission and meets its fiduciary and governance responsibilities.

The Board meets virtually 6-10 times per year with one in-person meeting held in November. Directors serve a two (2) year term commencing in December following the Annual General Meeting (AGM).

QUALIFICATIONS

The Nominating Committee will recommend a slate of candidates who demonstrate:

- BOARD EXPERIENCE: Significant experience and expertise (3+ years) serving on a not-for-profit, public sector or private sector board;
- LEADERSHP AND MANAGEMENT EXPERIENCE: Experience as an executive or manager of an organization of comparable or greater scope and complexity to **fmi | igf** including experience working with multiple stakeholders;
- FINANCIAL EXPERTISE: Significant experience working with for an organization of similar financial complexity to **fmi | igf**, including hands-on experience with financial reporting, budgeting and financial performance management; and

- LEADERSHIP WITHIN FMI-IGF Leadership experience serving on, or supporting, an **fmi | igf** Chapter Board, PD Week or Regional Learning Event is considered an asset.

fmi | igf has identified several skill areas relevant to the association and is seeking candidates with experience in 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

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**

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 16, 2026.**

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 **Oct 27, 2026.**

IMPORTANT DATES

Oct 16, 2026	Expression of Interest closes **5 PM EST**
Oct 27, 2026	Slate of qualifying candidates posted on the **fmi | igf** website for consideration with photo and bios
Nov 17, 2026	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)
- Candidate's CV
- Cover letter outlining how the candidate meets the qualifications
- 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 16, 2026 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.

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..

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 16, 2026**. Questions may be forwarded 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:					

fmi | igf

To fulfill its strategic and fiduciary responsibilities, **fmi | igf** seeks a diverse Board with complementary skills and experience in areas such as leadership, strategy, finance, risk, governance, human resources, and knowledge of our sector. **No individual director is expected to have expertise in every 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 (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 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 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	
Communications - Experience 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, 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: ____