

## CALL FOR FINDHELP INFORMATION SERVICES BOARD OF DIRECTORS NOMINATIONS 2009

**DEADLINE FOR RECEIPT OF NOMINATIONS: August 28, 2009**

### **View current Board composition [>>](#)**

Show your commitment to the value of Findhelp Information Services and help to shape its future! This year Findhelp will elect two Board members-at-large. You may nominate yourself or someone else. Nominating candidates for office is a valuable service to the community and your thoughtful participation in this process is greatly appreciated.

### **Qualifications and Time Commitment**

Board Members will serve a two-year term, with an option to renew for two consecutive terms. The term begins November 1, 2009. Responsibilities for Board members includes attending monthly Board meetings in person, and serving on a least one sub-committee. Board committees are: HR & Policy, Finance & Audit, Government & Relations, Board Governance, and Strategic Planning. Board of Directors are required to become members of the Corporation.

When reviewing nominations for candidates, the Nominations Committee considers the following:

- The individual's previous community service experience
- The individual's experience as a user of the service
- The individual's skills and abilities in filling specific roles on the Board such as marketing, community service, government relations, fundraising
- The individual's availability and accessibility

Board Members will have demonstrated:

- Personal qualities — judgment, tact, diplomacy
- Experience as a leader in other community based agencies, organizations, or not-for-profit's
- Awareness of the business environment and what constitutes value to clients
- A sense of accountability to stakeholders
- Business acumen, knowledge of legal and financial issues
- Understanding of Board structure, operations, and good board governance practices
- Good communication skills, decision making, strategy determination, formulating and achieving objectives, monitoring performance.
- Ethical awareness and sensitivity to the attitudes and values of others

Proposed candidates must agree to be available for Board work during their term. Board members must be:

- Available and willing to attend in person monthly Board meetings
- Availability to attend sub-committee meetings as required
- Availability and accessibility by phone for periodic Board conference calls
- Agreement to abide by Findhelp Policy and Procedures related to responsibilities of Board members in his/her function as liaison to various committees as assigned by the Findhelp President

## **Diversity**

Findhelp and the Nominations and Elections Committee are committed to nourishing and establishing diversity in the governance of the association. The Board will actively seek diversity on the Board and all committees through attention to the following criteria:

- Gender balance
- Minority representation
- Language — French, Multilingual

The first step is achieving this diversity through the nominations process. Please consider nominating members who could help us to succeed in fulfilling this vital charge.

## **The Submission Process**

All nominations should be sent as a single packet, or single e-mailed file, to the Findhelp office so that they arrive **on or before August 28, 2009**.

Each nomination should contain:

- Nominee Identification and Contact Information: Name, Title, Affiliation, Mail Address, E-mail, Phone Numbers, Gender, Minority Representation, Languages, Discipline
- Nominee Statement: A brief statement from the nominee indicating a) his or her interest in serving, b) any special qualifications.

## **Nominee Qualifications**

An abbreviated (1-2 page) Curriculum Vitae

### **(If not self-nominated)**

Nomination Statement: A brief statement from the nominator attesting to the nominee's qualifications.

### **(If not self-nominated)**

Nominator Identification and Contact Information: Name, Title, Affiliation, mail Address, E-mail, Phone.



Nominations need to arrive on or before **August 28, 2009**. Send all materials as a single e-mailed file to [jhayes@findhelp.ca](mailto:jhayes@findhelp.ca), via land mail to Jane Henderson, Chair Nominations Committee, Findhelp Information Services, 543 Richmond St W, Ste 125, Box 203, Toronto, Ontario M5V 1Y6

The bylaws require the Nominations Committee, with Board approval, to submit to the membership at the AGM the names of the selected candidates for nomination to the Board for each open position.

If you have questions about the nominations or elections process, please contact the Chair of the Findhelp Nominations Committee.

Jane Henderson, Chair Nominations Committee  
543 Richmond St W, Ste 125, Box 203  
Toronto, Ontario M5V 1Y6  
Tel: 416-392-4566

Thank you for your interest in Findhelp Information Services.