

## Board of Directors Candidate Information Package 2020-2021

This document contains the following information:

- [Duties and Responsibilities of a Board of Directors](#)
- [Time Commitment of a Director](#)
- [Application Form and Self-Assessment](#)

### **Duties and Responsibilities of the Board of Directors**

The Board of Directors is an elected body responsible for overseeing the affairs of the corporation and is legally accountable for the actions of the organization. The board is responsible for ensuring the long-term security and viability of the organization and making decisions in the best interests of all members. These duties and responsibilities of the Board of Directors are carried out by the board as well as by each individual Director.

Directors serve for a two or three-year term and must be a paid voting member of Women in Mining Canada (WIMC). There is no limit to the number of consecutive terms that a Director can serve, but renewal is not automatic. Directors are elected at the Annual General Meeting (AGM) by the members. Directors may be released at the end of the elected term, by resigning, or per the bylaws.

#### **Specific Responsibilities of the Board**

- Ensure that the organization operates within the limits of the Articles of Incorporation, the Bylaws and the Federal Corporations Act. Bylaws available upon request.
- Ensure a commitment by the board and the organization to the Mission, Vision and Value Statements of WIMC.
- Establish objectives and policies, approve goals and performance standards; annually review achievement of objectives and goals; provide for sound planning.
- Approve Budget and Financial Policies. Support and contribute to fundraising initiatives.
- Oversee fiduciary matters to safeguard the long-term viability of the organization.
- Foster and support the diversity of opinions of each board member and convert these diverse viewpoints into a single official view – “Speak with one voice”.
- Ensure a meaningful linkage to the membership.
- Engage in long-term planning and vision for the Organization.
- Actively recruit members and volunteers who can actively participate in the work of the organization.

#### **Specific Responsibilities of Individual Directors**

- Prepare for and attend all board meetings.
- Serve on at least one committee.
- Accept additional assignments that the board may request of you.
- Become familiar with the Bylaws, Articles of Incorporation, Policies, and Financial Statements.

- Do not engage in activities that could be construed as a conflict of interest.
- Be able to work with other board members as a team and not as individuals.
- Respect the opinions of other directors and create and maintain harmony on the board.
- Maintain a professional attitude.
- Be honest in all your dealings with the organization, its Board of Directors and members.

## **Time Commitment**

How much time should a new board member be prepared to commit to this volunteer position?

There is a minimum time commitment and no maximum. People have differing amounts of time to spend on volunteer positions. Here is an outline of the minimum that is being asked of Board Directors. This involves an initial expenditure of time to “get up to speed” with the details of the organization.

- Time needs to be committed initially to reading the mission, vision and values statements, policy statements, Bylaws, and past Board meeting minutes.
- A director needs to familiarize him/herself with the financial statements of the organization and develop a growing understanding of them.
- A director usually serves on a committee of the board. This could involve several meetings a year.
- The committee must properly prepare for a meeting by reviewing the material to be discussed ahead of time and initiating research as needed.
- A director must prepare for and attend approximately ten telephone board meetings which are held on a weekday typically during business hours. These times will rotate to accommodate board members in other time zones.
- Occasionally one-on-one calls/meetings will be held in addition to the teleconferences.
- The board communicates and discusses topics via email. A director must be committed to spending time regularly reading these communications and responding to them.
- At special times during the year there are key events in the life of the organization that the director is expected to attend. These may include weekend long-term planning retreats, board retreats, and the annual general meeting.
- There is no financial compensation except for occasional expenses reimbursed subject to board pre-approval.

The following criteria (not in order of priority) will be used in evaluating your application.

- Interest in serving the membership of WIMC and a commitment to its mission, vision and values statement.
- Ability to see implications beyond a specific decision.
- Communication and group process skills; ability to make decisions in a group setting.
- Professional attitude, including maintaining confidentiality.
- Time commitment varies according to involvement.
- Understanding of the board's role and responsibilities.
- Integrity, flexibility, and common sense.

**WIM CANADA BOARD OF DIRECTORS CANDIDATE –  
APPLICATION FOR NOMINATION**

*Please complete the following information completely*

Name of Candidate:	
Title:	
Company Name:	
Work Address:	
Home Address:	
Phone (Work):	
Phone (Mobile):	
Phone (Other):	
Fax:	
Email:	

- 1. Experience, volunteer and paid, relevant to board job description:**
- 2. Please describe skills you have that would directly contribute to the mission of WIM Canada.**
- 3. State your experience on a board, committee or with an organization in the past that you were an active member (give full details).**
- 4. Describe your experience with marketing, communications, PR, media relations etc.**
- 5. Describe your experience with fundraising, sponsorships or making grant applications.**
- 6. Describe your experience with board governance, legal matters, risk management, policy creation, and contracts.**

7. Describe any experience you may have in reading and interpreting financial statements, keeping financial records or developing financial policies and/or budgets.
  
8. Describe your experience with event planning.
  
9. Please describe any other relevant experience you have or contribution you would make.
  
10. Please tell us “why” you want to be a director of Women in Mining Canada?

**Relevant Professional Experience**

**Governance Experience**

- > The applicant has experience with, or is able to demonstrate knowledge or expertise in, board governance in the private, public, and/or voluntary/non-profit sector. The applicant has a clear understanding of the role of the board, Governance experience could be acquired through prior board or committee service or reporting to/or working with a board as an employee.

**Business/Management Experience**

- > The applicant has experience with, or is able to demonstrate knowledge or expertise in, sound management and operational business processes and practices in the private or public sector. This competency may include an understanding of topics such as **managing** complex projects, leveraging information technology, planning and measuring performance, and allocating resources to achieve outcomes.

**Legal/Regulatory Experience**

- > The applicant has experience with, or is able to demonstrate knowledge or expertise in, legal principles, processes, and systems. This may include interpreting and applying legislation, experience with adjudicative or quasi-judicial hearings or tribunals, or an understanding of the legal dimensions of organizational issues.

**Human Resources Experience**

- > The applicant has experience with, or is able to demonstrate knowledge or expertise in, strategic human resource management. This may include workforce planning, employee engagement, succession planning, organizational capacity, compensation, and professional development.

**Accounting/Financial Experience**

- > The applicant has experience with, or is able to demonstrate knowledge or expertise in, accounting or financial management. This may include analyzing and interpreting financial statements, evaluating organizational budgets and understanding financial reporting.

**Risk Management Experience**

- > The applicant has experience with, or is able to demonstrate knowledge or expertise in, enterprise risk management. This may include identifying potential risks, recommending and implementing preventive measures, and devising plans to minimize the impact of risks. This competency may also include experience or knowledge of auditing practices, organizational controls, and compliance measures.

**Public Relations/Media Experience**

- > The applicant has experience with, or is able to demonstrate knowledge or expertise in, communications, public relations or interacting with the media. This may include knowledge of effective advocacy and public engagement strategies, developing key messages, crisis communications, or social media and viral marketing.

**Specialized Environmental Knowledge**

**Community/Stakeholder Relations Knowledge**

- > The applicant has experience with, or is able to demonstrate knowledge or expertise of, the community or communities the board serves. This may include a demonstrated capacity to build networks and foster trusting relationships with communities and stakeholders.

**Industry/Sector Knowledge**

- > The applicant has experience with, or is able to demonstrate knowledge or expertise of, the industry or sector the board operates within. This may include an understanding of particular trends, challenges and opportunities, or unique dynamics within the sector that are relevant to the organization.

**Personal Effectiveness Skills**

**Leadership/Teamwork Skills**

- > The applicant demonstrates an ability to inspire, motivate and offer direction and leadership to others. The candidate also demonstrates an understanding of the importance of teamwork to the success of the board. This may include an ability to recognize and value the contributions of board members, staff, and stakeholders.

**Strategic Thinking/Planning Skills**

- > The applicant demonstrates an ability to think strategically about the opportunities and challenges facing the organization and to engage in short, medium and long-range planning to provide high-level guidance and direction for the organization.

**Critical Thinking/Problem Solving Skills**

- > The applicant demonstrates an ability to apply critical thinking to creatively assess situations and to generate novel or innovative solutions to challenges facing the organization and the board.

<b>BOARD MEMBER COMPETENCY MATRIX</b> <i>(*Choose as many competencies as applicable)</i>	<b>CANDIDATE NAME</b>
Governance Experience	
Business/Management Experience	
Legal/Regulatory Experience	
Human Resources Experience	
Accounting/Financial Experience	
Risk Management Experience	
Public Relations/Media Experience	
Government/Public Policy Knowledge	
Community/Stakeholder Relations Knowledge	
Industry/Sector Knowledge	
Leadership/Teamwork Skills	
Strategic Thinking/Planning Skills	
Critical Thinking/Problem Solving Skills	
C-Suite Experience (CEO, CHRO, CFO, CTO, COO, etc.)	
Information Technology	
Government Affairs, Public Policy	

## References

Please list references, at least two professional and one personal, who can speak to your qualifications:

<i>Reference 1</i>	
Name:	
Address:	
Phone (Day):	
How long and in what context has this person known you?	

<i>Reference 2</i>	
Name:	
Email:	
How long and in what context has this person known you?	

<i>Reference 3</i>	
Name:	
Address:	
Phone (Day):	
How long and in what context has this person known you?	

**Email completed form to us by clicking this [link](#)**