

Business Development Enterprise representing Truro and Colchester Region Board Recruitment and Selection Process

Stakeholders organizing a business development enterprise representing the Truro and Colchester Region are recruiting a minimum of **seven (7) volunteers** for **one (1) to three (3) year terms** on its inaugural Board of Directors.

Led by a Board of Directors with extensive business experience, the enterprise will operate as a regional connector among economic development partners, support business growth and retention, and provide regional leadership on economic development priorities.

Goals:

- a) Develop, implement and monitor a regional economic development strategy and a plan of action that is consistent with provincial and regional (participating municipal and First Nation band councils under the Indian Act, Canada) economic development priorities;
- b) Cultivate close working relationships with the business community and work with key partners to support the development and attraction of new businesses, and retain and expand existing businesses. The enterprise will support local businesses in navigating, and making referrals to, programs and services;
- c) Inform key partners and stakeholders about local business climate conditions, as well as regional challenges and opportunities. The enterprise will work with partners and stakeholders to provide investment readiness support including site identification and selection information.

Application Process:

The deadline for receipt of applications is noon (12 p.m.) **Monday, Jan. 16, 2017**. Applications are invited from the enterprise stakeholder community and the general public. Specifically, candidates are being sought with combined skills and experience in business, industry, corporate governance, financial stewardship, strategic planning, communications, partnership development, stakeholder relations, and expertise in law, accounting, human resources, economic development and entrepreneurship.

Board members should be comfortable with working within a policy (i.e. not management) board governance model; private sector or leaders in their field; have demonstrated their commitment to

the region; and be capable of representing our broad regional interests, not just those of a specific organization or interest group.

A completed application comprises the following items:

- Completed application form;
- Résumé;
- Self-assessment form (see attachment).

A director shall be knowledgeable about the following:

- Economic development, entrepreneurship, and/or economics;
- The sector or sectors environment generally;
- The duties and expectations of a director.

Directors should be passionate about growing their economy and willing to invest their time and talent into creating and building a brand new organization. The director demonstrates excellent leadership skills, resourcefulness and the ability to think broadly and act collaboratively. S/he manages and works closely with the Executive Director, and seeks solutions to new challenges, and identifies and capitalizes on new opportunities.

Expectations:

The Board of Directors is required to meet a minimum of four (4) times annually, but will likely need to exceed that in the first year of operation to conduct strategic planning and governance training. Meeting dates and times will be established to suit the Board's needs. Furthermore, web-based conferencing may be utilized to reduce travel time.

The Nominating and Recruitment Committee will oversee the director selection process, which involves:

- Reviewing of applications;
- Assessing applicants' qualifications, experience, and competencies according to the competencies matrix;
- Nominating qualified candidates to the Liaison and Oversight Committee for approval.

The Nominating and Recruitment Committee will strive for geographic and sectoral inclusion, as well as diversity of gender, ethnicity, and age reflective of our region.

Eligibility:

- Applicants must be the age of majority;
- Must not be a federal, provincial or municipal government employee or an elected official;
- Must not be an employee of a partner agency.

Core tasks of the Board of Directors:

- Regional economic development strategy – Developing and monitoring the progress of the regional economic development strategy in addition to annual financial and business plans;
- Building relationships – Ensuring excellent communication and sound working relationships with the Liaison and Oversight Committee and other partners and stakeholders;
- Performance management – Understanding how activities and services align with the mandate and objectives of the regional economic development strategy, and ensuring that there are procedures in place to monitor, measure, review and improve enterprise policies and performance outcomes;
- Strong financial stewardship – Stewarding the financial health of the organization by ensuring that strong financial management skills and appropriate accountability measures are in place;
- Governance and policy development – Ensuring the existence of a sound governance framework, including all the policies, practices, and procedures that define the decision-making process and delineate the roles and responsibilities of the Board and the Executive Director;
- Executive Director oversight and evaluation – Ensuring that there is a system in place to manage and evaluate the Executive Director.

Duties and Responsibilities:

Fiduciary Duties

- Each director is responsible to act honestly, in good faith and in the best interests of the enterprise and in doing so, to uphold the by-laws of the organization and to support the organization in fulfilling its mission and discharging its accountabilities;
- A director's fiduciary duty includes a requirement that he or she avoid situations where the interests of the director are in conflict with the interests of the enterprise;
- The enterprise shall be responsible to provide board members appropriate Directors Liability Insurance and Errors and Omissions Insurance.

Accountability

- The director is not solely accountable to any special group or interest and shall act and make decisions that are in the best interest of the organization, as a whole;
- A director shall be knowledgeable of the stakeholders to whom the organization is accountable and shall appropriately take into account the interests of such stakeholders when making decisions as a director, but shall not prefer the interests of any one group if to do so would not be in the best interests of the organization.

Teamwork and Participation

- A director is expected to properly prepare for meetings, participate actively in Board discussions and generally participate constructively;
- A director must feel comfortable expressing a dissenting opinion or vote;
- Despite differences in opinion, directors are expected to act in solidarity with the Board once a final decision has been made.

Community Representation and Support

- A director shall represent the Board and the organization in the community when asked to do so by the Board Chair.

Understanding and Continuous Improvement

- A director shall participate in a Board orientation session, orientation to committees, Board retreats and Board education sessions at the expense of the enterprise;
- Attend additional appropriate educational conferences in accordance with Board-approved policies if needed at the expense of the enterprise;
- Have a good general knowledge of the legal framework within which the enterprise operates, including legislation, incorporating documents, by-laws and policies;
- Acquire a good working knowledge of issues and subject matter that pertains to the Board's business.

Additional Requirements

- Travel may be required, and if required, the director shall be entitled to a per kilometer reimbursement at provincial rates;
- Access to a computer, printer and the Internet is required;
- Ability to take governance or other board training.



Director Application Form

Submit application to Sherry Martell no later than noon (12 p.m.), Monday, Jan. 16, 2017

Truro & Colchester Chamber of Commerce
605 Prince St., Truro, N.S., B2N 1G2
ed@tcchamber.ca
902-895-6328

NOTE: Please attach a résumé to the application form

Date:

Name:

Address:

Email address:

Telephone:

Employment Information:

Preferred Method of Contact: Work Residence

Preferred Term of Service: 1 Year 2 years 3 years

Education/training/Certificates:

How would our organization benefit from your involvement of the board?

Self-assessment form

Competency/Capability Assessment Director

It is expected that each Director will bring a certain level of knowledge and experience to the Board and will adhere to certain principles. These questions will help you to assess the extent to which you meet these expectations. Indicate yes or no beside each question.

- a) Are you willing to assume the responsibilities of this position of Board Director?
- b) Do you have sufficient time and energy to devote to the performance of the duties of the Board Director position?
- c) In your personal and professional dealings, do you demonstrate integrity, high ethical standards, and respect of privacy and confidentiality?
- d) Do you have experience serving on boards or organizations? Are you comfortable working on a policy level board of directors?
- e) Can you recognize and assess business risks and strategic opportunities?
- f) Do you have experience that demonstrates that you can conceptualize and think strategically, and do you possess good problem-solving and interpersonal skills?
- g) Do you demonstrate the ability to think, act, and speak independently and with conviction and confidence?
- h) Do you have good oral and written communication skills?