

Temagami Economic Development Corporation

Board of Directors

Job Description

Authority / Responsibility

The Board of Directors is the governing authority for the Temagami Economic Development Corporation.

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

The composition of the Board of Directors should be such that there is representation from the various communities of interest contained within the boundaries of the Municipality of Temagami.

Qualifications/Skills

Ideally, in total, the Board of Directors will have experience and skills in”

1. Finance
2. Human Resources
3. Legal
4. Public Relations and Marketing
5. Business Development
6. Community Development
7. Policy Development
8. Communications and
9. Decision Making

In addition, previous experience serving as a member of a Board of Directors, strong connections to the business community, including business development organizations are considered to be assets.

Term of Office

Directors are appointed by the Council of the Municipality of Temagami. The term of the appointment is three years although the initial appointment will be staggered in duration. This is to ensure that continuity is maintained on the Board with two directors being considered each year. Directors can serve three full terms on the Board subject to reappointment by Council. The initial terms less than the full term of three years will not count towards this limitation.

Duties and Responsibilities

A Director is expected to be fully informed on organizational matters and participate in the Board’s deliberations and decisions in the matters of policy, finance, programs, personnel and advocacy. Included in the expectations is to:

1. Demonstrate a commitment to the objectives of the organization
2. Have knowledge and skills in line with the areas noted above
3. Possess a willingness to sit on committees
4. Attend meetings of the Board, assigned committees and the Annual General Meeting
5. Support the special events of the Corporation

In addition to these, a Director is expected to:

1. Consider and make decisions on matters of policy and other recommendations received from the Board, its standing committees and staff
2. Governing the Corporation within the policies approved by the Board
3. Review the by-laws and policy manual making recommendations for changes as appropriate
4. Ensure the Corporate and Board structure provides the ability to meet Corporate goals and to make recommendations for adjustments should they be deemed appropriate
5. Oversee and approve the development of the annual and longer term goals of the Corporation, including the annual budget, and monitoring the same
6. Hiring an Economic Development Officer to be the main employee of the Corporation
7. Participate in the annual review of the main employee, programs and projects
8. Maintaining a positive working relationship with other Directors, Committee Members, Staff and the Community at Large
9. Other duties as may be required by the Board to support Corporate goals

Selection Guidelines

For the initial Board of Directors, Council of the Municipality of Temagami (as principal shareholder) will receive applications from interested parties noting their interest as well as the skills they can bring to the position of Director.

For subsequent appointments, the Corporation will call for nominations and the Board will recommend appointments to Council of the Municipality of Temagami, as principal shareholder.

The aggregate skills of the Directors should fulfill the needs as noted above.

Confidentiality of Information

From time to time, information presented to and discussed by the Board will be confidential in nature, especially when it relates to the business planning of others. Such confidences will be respected and the implied rules of confidentiality will be followed.