

## **EXPRESSION OF INTEREST**

**The Temagami Region Economic Development Corporation is seeking expressions of interest (EOI) from parties interested in serving on our Board of Directors.**

The main duties and responsibilities are included in the 'job description' below.

Interested parties are requested to provide their Expression of Interest, including their experience serving on Boards of Directors, as well as how their skills line up with the nine (9) qualifications/skills as noted in the 'Job Description'.

Please submit your cover letter and resume highlighting your experience and skills in confidence prior to Tuesday, August 11, 2023 at 4:00 pm. to the attention of:

**John Shymko, Economic Development Officer, P.O. Box 220, 7 Lakeshore Drive, Temagami, Ontario, P0H 2H0  
Phone: (705) 569-3421 E-Mail: [ecdev@temagami.ca](mailto:ecdev@temagami.ca)**

We thank all who apply, but only those applicants selected for an interview will be acknowledged. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of member selection. In accordance with AODA (Accessibility for Ontarians with Disabilities Act, 2005), accommodations are available to applicants upon request throughout the selection process. All personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act.

## **Temagami Region Economic Development Corporation - Board of Directors - Job Description**

### **Authority / Responsibility**

The Board of Directors is the governing authority for the Temagami Region 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 or familiarity 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 as the Corporation's sole shareholder. 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. Govern 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
7. Participate in the annual review of corporation employee(s), programs and projects
8. Maintain 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**

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.

John Shymko  
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