

Valley Heartland Board Recruitment Plan



Valley Heartland Community Futures Development Corporation (CFDC) is a non-profit, community benefit organization. Our aim is to strengthen local economies, support growth and job creation in the Counties of Lanark and North Leeds.

Our mandate is to promote Community Economic Development by assisting and supporting entrepreneurs throughout our catchment area and:

- Provide financial assistance in the way of loans and grants to qualified businesses and not for profits.
- Provide counselling, training and learning opportunities to entrepreneurs and small businesses.
- Provide community economic development support to all communities and community groups.
- Collaborate with municipalities, regional governments and economic development networks to create and deliver plans for achieving economic impact and growth.

Core Values

As an organization our members govern with integrity and are responsive and responsible to our communities and our Network. We will steadfastly adhere to our Core-Values and high professional standards.

- Integrity - We will work with integrity, which will be demonstrated in our honesty, reliability and trustworthiness.
- Accountability - We will act in an open, responsive and responsible manner.
- Respect - We will respect clients, coworkers, volunteers and members of the public.
- Public Service - As a publicly-funded organization, we are committed to providing the highest standard of service to the public.



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Valley Heartland CFDC actively recruits community leaders and like-minded individuals to support its mandate. The foundation of great organizations are its Staff and Board of Directors and it is important to our CFDC that we attract talented employees and board members with extensive knowledge of our area's local economy.

Valley Heartland CFDC's volunteer Board of Directors are drawn from the community-at-large and represent a large geographic area of Lanark County & North Leeds.

Active Board Recruitment Policy

Valley Heartland is a registered corporation governed by all regulations and by-laws pertaining to corporations. The Corporation is managed by a General Manager under the direction of a Corporate Board of Directors.

All members of the Board will demonstrate a commitment to economic and community development and sustainability. Board members will also demonstrate a thorough understanding of Community Futures' mandate and role in the community. In addition, the makeup of the Board will reflect the organization's strategic plan for that period of time.

The Board will seek a balanced directorship which reflects or includes:

- Relevant demographics of the region
- Geographic communities of the region
- Legal, accounting and marketing expertise
- Representation of business and industry sectors in the community

Board Succession Planning

The objective of the Board Succession and Renewal Plan is to ensure that, collectively, the Directors have the knowledge and skills necessary to enhance the long-term performance of the Organization. The Board approved policy on Director Tenure is:

- The Maximum tenure of Directors is nine consecutive years from date of first election
- The Board, on its initiative and on an exceptional basis, may exercise discretion to extend the term of a member above the maximum specified where it considers that such an extension is in the best interests of Valley Heartland CFDC. Such exceptions to the policy have the following limitations:
 - Effective April 1, 2017 there may be up to 4 exceptions to this policy.
 - Effective April 1, 2018 there may be up to 3 exceptions to this policy.
 - Effective April 1, 2019 and onward, there may be a maximum of 2 exceptions.



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Board Recruitment Process

Annually, at least three months before the Annual General Meeting, the Board of Directors will review its composition and identify potential membership needs. To recruit new members, Valley Heartland will advertise in local newspapers, social media platforms and will also solicit suggestions for potential board members among staff and other board members.

The General Manager will receive and forward applications to The Executive Committee. The Executive Committee will review applications for Director Positions in accordance with the procedure outlined below, and will present a slate of directors for election at the Annual General Meeting.

Applicant Submission and Review Procedure

1. An Information and application package is provided to interested individuals by staff or Board member.
2. The applicant for Board membership completes and returns the application to the Valley Heartland office.
3. The Executive Committee of the Board reviews the application and makes an initial assessment of whether the applicant meets the needed skills and experience for Board members and decides if the applicant will be considered for Board membership at that time, at a future time, or not at all.
4. The Executive Committee meets with and interviews selected applicants and seeks any additional information it needs, e.g., through reference checks or requesting additional information from the applicant.
5. The Executive Committee decides whether or not to recommend the appointment of the applicant(s) to the Board.
6. Recommendations for accepting an applicant to the Board are presented to the Board for information and consideration.
7. A vote regarding the applicant is taken at the Annual General Meeting
8. Where vacancies still exist after annual General Meeting, provisional members may be appointed by vote of the full Board until ratified at the next annual general meeting.

Organization Structure

The Board: The Board is comprised of:

- a minimum of eight (8) and a maximum of twelve (12) elected members
- a representative of Lanark County Council appointed under terms of existing economic development funding contracts



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Committees:

- Standing Committees of the Board shall include the:
 - Executive Committee, comprised of the Chair, Vice Chair, Past Chair, Treasurer and Secretary
 - Investment Committee, comprised of the Chair and a minimum of 5 Board members
 - Planning Committee, comprised of the Chair and a minimum of 5 Board members
- Additional Committees or working Groups may be established by the Board as deemed appropriate.



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Valley Heartland Community Futures Development Corporation Director Application

Name: _____

Business: _____

Position: _____ Years in this position _____

Home Address: _____

City _____ Postal Code: _____

Bus. Tel. _____ Res. Tel. _____ Cell _____

Email _____

Please attach your resume to this application.

1. Please identify and comment on your experiences and achievements in your career that you believe will enable you to make a contribution to our Corporation's objectives.

2. Please identify and comment on your experiences in activities related to community service that you believe will enable you to make a contribution to our Corporation's objectives. Please be specific as to organizations or activities that you are currently involved in.



3. Please comment on why you would like to be a Member of our Corporation's Board of Directors.

4. What interests you the most about Valley Heartland Community Futures Development Corporation?

5. Are you available to commit a minimum of 8 hours per month to Valley Heartland CFDC?

6. Provide an example of how you have helped another organization develop and/or implement their strategic plan.



7. List other volunteer positions held or other organizations with which you have been involved with.

8. Please provide any other comments that might assist the Board of Directors in consideration of your candidacy.



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