

## Board Director

The Ontario Society of Professional Engineers (OSPE) is a not-for-profit voluntary professional organization. OSPE is the Voice of the Engineering Profession in Ontario, which advances the professional and economic interests of members by advocating with governments, employers and the public, offering valued member services and products, and providing opportunities for ongoing professional development. OSPE collaborates with other similar minded organizations and key stakeholders to leverage its strengths and strategic objectives for the benefit of members, the profession and the public.

The organization is seeking a Board Director to fill a vacancy for the remainder of a 3-year term (approximately 1 ½ years) for the original membership elected position. Interim vacancies are filled at the discretion of the Board of Directors.

It is the role of the Board of Directors to act as the strategic policy making body of the Society. The Board of Directors has an ongoing responsibility to maintain a consensus approach to decision making on policy matters. It is the role of staff to implement the strategic policy decisions made to the best of their abilities and within the resources available to the Society. Policy and strategic direction are the responsibility of the Board, while the operational detail is the responsibility of the staff.

More specifically, OSPE is looking to expand its membership in the STEM sectors and related industries and further fulfill its roles in building strategic alliances and partnerships per its five-year strategic plan.

More information about OSPE can be found at [www.ospe.on.ca](http://www.ospe.on.ca)

## Board Director Responsibilities and Expectations

The principal responsibilities of the Board of Directors are to:

- ensure adherence to the Society's policies, strategic plan and bylaws;
- ensure that the Society's finances are in order;
- make informed decisions in a timely fashion regarding policies, strategic direction and specific advocacy positions;
- seek consensus in decision making, to the extent practical;
- ensure that the best individual is hired to provide leadership in a Chief Executive Officer capacity and to support that individual in his or her responsibility to implement decisions of the Board;
- develop and review the Strategic Plan;
- review and monitor the financial health of the organization;
- maintain confidentiality of discussions and disclose any conflict of interests.

Each Board Director shall meet or exceed the following performance expectations:

- attend Board meetings regularly in person or via telephone conference link up;
- be adequately prepared to participate in deliberations regarding various matters before the Board;
- make informed and timely decisions regarding policy matters, strategic direction, and the Society's position on issues;
- be prepared to chair or participate as a member of committees, task forces or advisory groups that may be formed as needed to achieve the Society's objectives and to ensure open and accurate communications between the committee, task force or advisory group and the Board of Directors;
- work collaboratively with fellow Board directors and appreciate that full consensus on all policy matters may not be achieved and to respect the fact that, once made, a decision of the group must be supported by all Board Members even though the individual may not personally agree with that decision;
- comply with the code of conduct and fiduciary duties;
- gain knowledge of the organization in order to advance OSPE's strategic objectives;
- build relationship with members, partners, governments and the public; and,
- respect the roles and responsibilities of the board versus the CEO in fulfilling OSPE's mandate.

The Society's bylaws require a minimum of four Board meetings annually. Board meetings average eight hours in duration.

In addition to Board meetings, Board members will be asked to promote and attend other Society events and member meetings throughout the year, such as the Annual Meeting, General Assembly, government and Society conferences. Board members may also be asked to attend engineering functions and provide presentations on the Society's behalf at engineering events from time to time throughout the year.

## **Eligibility to Serve**

- Only a person who is a Professional member is eligible to serve on the Board.
- No person is eligible to serve more than two (2) consecutive terms on the Board, including part terms. After serving consecutive terms, a person is not eligible to serve on the Board until a period of two (2) full years has elapsed.
- At no time may a person serve on the Board who is either a current officer or Councillor of Professional Engineers Ontario (PEO), or an employee of the Society, except the Chief Executive Officer of the Society who shall be an ex officio non-voting director on the Board.
- At no time may a person simultaneously seek election to the Board of the Society and to the Council of PEO.

## **Background and Experience:**

- A clear understanding of the member value proposition to build loyalty and drive member acquisition and improve retention rates. A clear understanding of the short-term value needed to acquire members and the long-term value needed to retain members. An understanding of marketing and communications approaches which are effective at attracting members.
- Proven relationship building, advocacy and communication skills in order to convey OSPE's strategic objectives and forge partnerships with key stakeholders.

- Experience in working with a Board of Directors and volunteers; understanding of good governance.
- Clear understanding of Income Statements and Balance Sheets as well as the critical aspects of ensuring healthy short-term cash flow and long-term financial health.
- Outstanding verbal and written communications skills.
- Strong interpersonal and analytical skills.
- Main stream and social media experience is not a requirement but would be an asset.

To round out our Board Skills Matrix we are seeking candidates with specific skills, knowledge and experience in one or more of the following areas:

- Knowledge of and relationship building capabilities in the STEM sectors and related industries
- Financial/accounting/audit
- Marketing/sales/Communications/Social Media PR/Member Relations/Public Relations
- Member Association Growth/Development/Retention

If you wish to serve and actively participate in your engineering community as an OSPE volunteer Board Member, please forward your resume and cover letter in MS Word format by Friday October 21, 2016 to [vmueller@ospe.on.ca](mailto:vmueller@ospe.on.ca). Please clearly outline how your qualifications, experience and interest align to the duties outlined for an OSPE Board Director.

We thank all applicants; however, depending upon volume of interest only those actively considered may be contacted.

*OSPE supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom of Information (F.O.I.) And Protection of Privacy Act, 1987.*