

## CFEO BOARD DIRECTOR & COMMITTEE MEMBER RECRUITMENT PACKAGE

### OVERVIEW OF CORPORATION

Founded in 2005, the Eastern Ontario Community Futures Development Corporation Network (EOCFDC), operating as Community Futures Eastern Ontario ([CFEO](#)), is a non-profit organization serving 15 Community Futures Development Corporation (CFDC) members in eastern Ontario. CFEO acts as their regional voice and assists its members to advance entrepreneurship, small business development and the pursuit of economic opportunities in their communities. CFEO works to strengthen the area's regional economy by working collaboratively with partners to support innovation, business growth and community capacity.

These CFDCs deliver the Community Futures Program ([CFP](#)), a community driven economic development initiative designed to assist rural areas. Each of the 15 independent CFDC organizations ([CFEO members](#)) are governed by their own volunteer boards and provide small business loans, tools, training, and other business supports for small to medium sized businesses in rural Ontario.

CFEO receives support from the Federal Economic Development Agency for Southern Ontario ([FedDev Ontario](#)) to coordinate the opportunities available to the members and to administer select regional direct-to-client programming such as the Southern Ontario Fund for Investing in Innovation ([SOFII](#)) which services both rural and urban areas. As a key funder and stakeholder, FedDev Ontario plays an important role in the strategy and direction of CFEO. FedDev Ontario acknowledges the importance of a cohesive board with a clear and shared vision for the future, a proactive strategy that outlines how they will get to their vision and the adoption of modern business practices.

The CFEO board members make decisions in the best interest of the collective. To best achieve this, the CFEO Network board composition includes a diverse mix of CFDC Executive Directors, CFDC volunteer Directors and independent volunteers whose mandate is to provide support to the CFDCs in eastern Ontario, advocate on behalf of its members, facilitate collaboration of the members and to promote economic prosperity in the region.

VISION	MISSION
We will equip and support the innovative solutions of our members to build vibrant rural economies.	To expand and amplify our members' capacity as agents of economic opportunity.

VALUES			
<b>Collaboration:</b> We support and learn from each other	<b>Initiative:</b> We proactively identify and take a leadership role in addressing emerging issues and opportunities	<b>Efficiency:</b> We strive to streamline programs and processes, share services, and reduce costs	<b>Accountability:</b> We honour our responsibilities to each other, our members, funders, and stakeholders

**CFEO Articles of Incorporation - Objects:** *To serve and strengthen the member organizations and engage in eastern Ontario regional economic development initiatives.*

## **CCEO BOARD DIRECTOR & COMMITTEE MEMBER RECRUITMENT PACKAGE**

### **BOARD DIRECTOR ROLE**

Our Board of Directors is a governance board. Directors define our mission, shape strategy, monitor progress and fulfill the governance responsibilities for the Corporation.

### **Duties and Responsibilities**

- ▲ Commit to a two-year term with the option to pursue a second, and (maximum) third two-year term
- ▲ Participate in four (4) quarterly hour Board meetings per year (generally held on the 3<sup>rd</sup> Thursday morning of the month and can be virtual, hybrid or in-person)
- ▲ Participate in additional 1-hour virtual Board meetings held on the non-quarterly months as required to approval SOFII loan applications (generally held virtually on the 3<sup>rd</sup> Thursday morning of the month)
- ▲ Attend the in-person Annual Meeting of the Corporation (generally held in the 3<sup>rd</sup> week of July each year)
- ▲ Actively serve on at least one Committee of the Board
- ▲ Review agenda and supporting materials in advance of each Board and Committee meeting
- ▲ Participate in governance decision making
- ▲ Participate in setting and monitoring the strategic directions and policies of the Corporation
- ▲ Ensure fiscal responsibility
- ▲ Respond expeditiously to emerging and complex issues affecting the Corporation
- ▲ Contribute to the ongoing and positive development of the Corporation's reputation

### **Qualifications** *(additional legal considerations and qualifications may apply)*

Generally, to qualify for consideration, individuals shall

- Be at least 18 years of age, *and*,
- Have either their principal residence; *or* their principal place of business; *or* the service area of their business within the geographical area serviced by the Corporation.

Additional competencies include:

- Familiarity with the Community Futures programs, and commitment to CCEOs mission, vision, and values
- Professional/work experience and expertise such as legal/regulatory, marketing, risk management, public relations, government relations, finance/loans administration, strategic planning, organizational leadership, DEI, entrepreneurship, group facilitation and mediation, etc.
- Familiarity with one or more of the following sectors: Small Business, Industry, Professions, or Social/Public Services
- Knowledge of the needs of business and the local economic environment in the region
- Working knowledge of popular computer software programs, email, and internet
- Strong interpersonal and communication skills with ability to work well with a diverse group of people
- Experience serving on a policy/governance non-profit Board of Directors is an asset

To express your interest in this volunteer opportunity, please submit a **CCEO Board Director & Committee Member Application** and your résumé and/or LinkedIn profile via email (*Subject Line: Volunteer Board Director Application*) to: [info@cfeasternontario.ca](mailto:info@cfeasternontario.ca)

## CFEO BOARD DIRECTOR & COMMITTEE MEMBER RECRUITMENT PACKAGE

### COMMITTEE MEMBER ROLE

CFEO offers three (3) Committees led by a CFEO Board Director and open to participation from volunteers within the region. Each Committee meets according to its defined Terms of Reference and together function as key contributors to the leadership of the Networks vision, strategy, and goals.

SOFII Investment Review Committee (IRC)	Governance & Recruitment (G&R) Committee	Finance, Investment & Audit (FIA) Committee
Reviews and recommends all Southern Ontario Fund for Investing in Innovation (SOFII) Loan Applications to the Board for approval or decline.	Advises on matters relating to the Board's governance, structure and processes, evaluation of Board effectiveness, recruitment, education, and members.	Monitors the financial, investment and audit activities and responsibilities of the organization.
<b>Frequency:</b> Monthly/as required	<b>Frequency:</b> Quarterly/as required	<b>Frequency:</b> Quarterly/as required

### Duties and Responsibilities

- ▲ Commit to the Committee term per the Terms of Reference
- ▲ Review agenda and supporting materials in advance of each Committee meeting
- ▲ Respond expeditiously to emerging and complex issues affecting the Corporation
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