

CYSTIC FIBROSIS CANADA BOARD OF DIRECTORS RECRUITMENT

Cystic Fibrosis Canada is recruiting for volunteers to serve on our Board of Directors.

Since being founded by parents in 1960, Cystic Fibrosis Canada has grown into a leading organization with a central role engaging people living with cystic fibrosis, parents and caregivers, volunteers, researchers and healthcare professionals, government and donors. We work together, going further to change lives through treatments, research, information and support.

We are so close to massive change for people living with cystic fibrosis. Our strategic plan is focused on getting the best available treatment to Canadians and to continue to find new ones. We are committed to:

- Getting Canadians access to life-changing medications
- Improving treatment for all people living with cystic fibrosis.
- Seeking out highly innovative research.
- Continuing to represent, involve and support our community.

We have accomplished much, but there is much more to do and we need a strategic Board of Directors to lead us there.

Our board is currently comprised of a team of experienced leaders with combined experience in life with cystic fibrosis, fundraising, finance, law, corporate governance, strategic planning and senior management.

At this time, we are looking for Board members with the following qualities:

- A person with cystic fibrosis and/or a family member of a child living with cystic fibrosis OR
- Experience or understanding of the issues faced by members of the cystic fibrosis community who are not eligible for the existing highly effective modulators
- Experience with one of the following areas of expertise: strategic and or organizational planning, finance, fundraising, or technology is of particular interest



2323 Yonge Street, Suite 800
Toronto, Ontario M4P 2C9
Tel. 416-485-9149 1-800-378-2233
Fax 416-485-5707
info@cysticfibrosis.ca
www.cysticfibrosis.ca

- Applications from people living in MB, SK, AB and QC are encouraged

We encourage applications from historically under-represented, marginalized, and racialized communities.

Please see the position description and specific qualifications sections below.

For further information about the Board of Directors and Cystic Fibrosis Canada, please speak with Leona Pinsky, Chair, Board of Directors. She can be reached through Thérèse Paquette at tpaquette@cysticfibrosis.ca.

2022 BOARD RECRUITMENT AND SELECTION PROCESS

This recruitment process will be used to identify candidates for election at the 2022 Annual General meeting which takes place at the end of April.

The deadline for the receipt of applications is 5:00pm EST **January 31, 2022**.

Applicants will be assessed according to the qualifications outlined in the position description and the skills matrix.

The Board Chair and the Governance Committee will oversee the recruitment and selection process, which involves:

- Reviewing of applications;
- Assessing applicants' qualifications, experience and skills according to the skills matrix;
- Identifying a shortlist of qualified candidates;
- Interviewing shortlisted candidates; and
- Recommending a slate of successful candidates to the Board of Directors for approval.

POSITION DESCRIPTION

DIRECTOR

POSITION

Cystic Fibrosis Canada is committed to creating a diverse environment and welcomes applications from historically under-represented, marginalized and racialized communities. All qualified applicants will receive consideration for a position on the Board without regard to culture, ethnicity, race, color, religion, beliefs, gender, gender identify or expression, sexual orientation, nation of origin, genetics, disability, age, or veteran status.

The Board of Directors is the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the CEO
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- supporting fundraising and resource development
- assessing its own performance

The Board works closely with members, committees and various community groups and individuals.

Directors on the Board should demonstrate strong leadership skills, resourcefulness, creativity and commitment. They are able to seek out solutions to new challenges, identify and capitalize on new opportunities.

As a member of the Board of Directors, you will be responsible for Cystic Fibrosis Canada's achievement of its mission and organizational objectives, including:

- Strategic planning aimed at carrying out the organization's mission;
- Developing appropriate structures for the corporation;
- Maintaining fiscal responsibility;
- Ensuring high levels of executive management performance;
- Implementing assessment and control systems;
- Assessing the contribution of the Board, committees and all directors annually;
- Preparing for meetings by reading all materials and circulating concerns in advance;
- Contributing to the organization's fundraising
- Sharing your expertise and experiences.

GENERAL QUALIFICATIONS:

- Able to prepare for and participate in board meetings;
- Demonstrated integrity, high ethical standards and respect of privacy and confidentiality;
- Financial literacy (e.g. able to read and understand financial statements and reports, and assess the implications);
- Listen to others' views, advocate their own, identify common interest and alternatives, and be open to compromise.
- Ability to meet time commitments;
- Willingness to participate in board orientation and continuing education;
- Values consistent with those of the organization
- Collaborative/Team player
- Respectful
- Available
- Prepared
- Able to work in a team
- Commit to workload required
- Be absent of apparent conflict
- Have leadership potential
- Able to think strategically and communicate effectively
- Commit to board solidarity, confidentiality and transparency (declaration of conflict of interest).

SPECIFIC QUALIFICATIONS

In addition to the general requirements set out above, board members should collectively represent a range of expertise such as the following:

- Governance;
- Strategic planning;
- Personal view of CF
- Career involving care for CF patients
- Volunteer engagement
- Biomedical research
- Management
- Finance
- Human resources (H.R.)
- Marketing
- Legal

- Communications
- Information technology (I.T.)
- Government relations
- Fundraising
- Not-For-Profit or Charitable Experience

ADDITIONAL REQUIREMENTS

- Travel;
- Access to a computer, printer and internet; and
- Ability to meet during the week and on weekends

BOARD APPLICATION FORM

Submit applications to Thérèse Paquette
Email: Tpaquette@cysticfibrosis.ca

Please provide a cover letter indicating why you would be suitable for the board of directors and your resume to the application form.

DATE:

NAME:

ADDRESS

EMAIL ADDRESS:

TELEPHONE:

EMPLOYMENT INFORMATION:

SKILL/CAPABILITY ASSESSMENT

BOARD DIRECTOR CYSTIC FIBROSIS CANADA

It is expected that each Director will bring a certain level of knowledge and experience to the Board and will adhere to certain principles. These questions will help you to assess the extent to which you meet these expectations. Indicate yes or no beside each questions.

1. Are you willing to assume the responsibilities of this position of Board Director?
2. Do you have sufficient time and energy to devote to the performance of the duties of the Board Director position?
3. In your personal and professional dealings, do you demonstrate integrity, high ethical standards and respect of privacy and confidentiality?
4. Do you have experience serving on boards, committees or organizations?

5. Can you recognize and assess business risks and strategic opportunities?
6. Do you have experience that demonstrates that you can conceptualize and think strategically and do you possess good problem solving and interpersonal skills?
7. Do you demonstrate the ability to think, act and speak independently and with conviction and confidence?
8. Do you have good oral and written communication skills?
9. Do you have experience in major gifts/corporate giving or have the interest/capacity to help with these areas of fundraising?