



## Seeking: Board of Directors Members

### **The Ottawa Food Bank**

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For over 30 years, The Ottawa Food Bank has been providing fresh, non-perishable food, as well as supplies such as diapers, toiletries, and cleaning supplies to its network of agencies across the city. Our vision: Healthy, accessible, sustainable food for all. Our mission: We work in partnership to create a healthier city by empowering people, increasing access to healthy food, and advocating for systemic changes that reduce food insecurity.

This is both an exciting and challenging time for The Ottawa Food Bank. In January 2023, we will relocate to a larger warehouse space, which will increase our capacity to accept donated food and meet the needs of those experiencing food insecurity within the Ottawa community. Unfortunately, the needs of our community are greater now than ever before. Natural disasters, the COVID-19 pandemic, and the rising cost of inflation are driving people to The Ottawa Food Bank and its network of over 100 member agencies for food support and wraparound services in unprecedented numbers. It is in this context that the Board and staff of The Ottawa Food Bank are preparing to launch a new three-year strategic plan before the calendar year end (the organization's first multi-year plan since the COVID-19 pandemic).

### **Our Board of Directors**

The Board is responsible for overseeing the organization's operations, while maintaining our commitment to the organization's mission. This involves establishing our strategic direction, ensuring our compliance with all applicable legal requirements, and keeping our organization financially healthy.

The Board of Directors of the Ottawa Food Bank is currently comprised of eleven volunteer directors. The Board endeavours to have no fewer than four of these directors be member agency representatives. The remaining Board members are independent directors from the community. The Board has active standing Executive, Finance & Audit, Governance & Nominating and Strategic Planning committees, and an Investment Advisory subcommittee of the Finance & Audit Committee.

### **The Role of Independent Board Members**

Our Independent Board Members connect us to the community we serve and bring their professional expertise and experience to bear in Board decision-making. We value the varied perspectives of our Independent Members in Board and committee discussions.

### **The Role of Agency Board Members**

Our Agency Board Members play a crucial role on the Board, where they bring their unique perspectives as stakeholders to Board discussions. They see the impact of Board decisions



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directly in their member agencies and can quickly provide feedback and insight on member issues strengthening the decision-making of the Board as a whole.

### **Values**

We believe that having a diverse Board offers a breadth and depth of perspectives that ultimately enhance the performance of the Board and The Ottawa Food Bank. The Ottawa Food Bank Board of Directors values a diverse and inclusive work environment. As such, we strongly encourage/welcome members of equity seeking groups to apply.

### **Interested?**

The Board of Directors is currently seeking expressions of interest for Independent Board Member positions for a two-year term beginning January 2023. At least one, and up to three, Board positions are available.

The Board has identified a number of essential and desirable Board Member skills and experience necessary for the Board to carry out its mandate. Descriptions of these skills and experience are attached.

At this time, the Board is particularly interested in applications from candidates with skills and experience in Governance, Social Justice & Advocacy, and Government Relations. Individual candidates need not have all of these skills and experience. It is expected that one or more new Board Members will fill vacancies on the Governance & Nominating Committee.

### **Time Commitment**

It's important to consider whether you have the time and capacity to contribute to the Board of Director's mandate before applying. All new Board Members are asked to volunteer at the Ottawa Food Bank at least once within their first year of joining the Board at either the Community Harvest Farm or at the main Warehouse, and membership on more than one committee is encouraged. Board meetings are held once per month from 7:30-9:00am, and committee meetings are generally held quarterly.

### **Apply**

Please email your resume or c.v. to [board@ottawafoodbank.ca](mailto:board@ottawafoodbank.ca) and indicate how you feel you would contribute to the Board of Directors and what you're hoping to get out of the experience.

Apply by Monday, October 17th, 2022 at 12PM.



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### Process

Applications for Independent Board Member positions will be reviewed from October 17<sup>th</sup> – October 28<sup>th</sup> against the skills matrix and gaps in the Board's skills and experience.

We anticipate that interviews will be held between October 31<sup>st</sup> – November 11<sup>th</sup> and successful candidates will have their names approved by the Board at its November meeting for nomination at the Annual General Meeting in January 2023.

In this recruitment cycle, we will prioritize interviewing those qualified applicants with skills and experience in need (*i.e.* Governance, Social Justice & Advocacy, and Government Relations). Applications from other qualified applicants will be kept on file and they may be invited to interview with the Governance & Nominating Committee at a later date depending upon the Board's requirements at that time and the candidate's availability.

### More Information

For more information about the Ottawa Food Bank, please see:  
<https://www.ottawafoodbank.ca/>

For more information about our team please see: <https://www.ottawafoodbank.ca/hunger-in-ottawa/about-us/>



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<i>Essential Skills</i>	<i>Description</i>
Board Experience	Prior experience as a board member.
Financial Literacy	The ability to review and discuss income statements, balance sheets, and cash flow statements, noting trends and discrepancies. The ability to discuss and assess internal financial controls. Experience working with external auditors.
Formal Designations	CA, CGA, CMA, CPA, ICD.D, P. Eng, or other.
Front Line Experience	Experience serving clients who are experiencing a crisis or difficult time.
Governance	Experience on the Governance and/or Nominating Committee, or experience as Secretary of a similar organization. Formal training such as the ICD NFP program or ICD.D designation.
Human Resources	The ability to assess human resources policies. Experience managing and evaluating senior executives. Experience monitoring compensation review processes.
Risk Assessment	The ability to identify, assess and prioritize various risks which may fall into the areas of: operations, information technology, public relations, stakeholders, regulatory/legal, financial, funding, human resources, or other
Social Justice & Advocacy	Experience advocating on behalf of organizations that support justice in the distribution of opportunity, wealth, and privilege. Experience advocating on behalf of people who identify as part of a marginalized community that faces discrimination.

<i>Desirable Experience</i>	<i>Description</i>
CEO/ Executive Director	Experience leading an organization. Experience reporting directly to a volunteer or paid Board of Directors.
Food Banking	Experience researching, working or volunteering at the OFB or at a member agency (or similar agency located elsewhere).
Food Industry	Senior level experience in the food industry whether restaurant, retail, wholesale, or other.
Fundraising	Experience raising funds for a not-for-profit organization, or running fundraising events.
Government Relations	Experience advocating on behalf of a not-for-profit organization with the government. Experience working with government agencies at a municipal, provincial or federal level.
Health & Wellness	Education or experience in exercise, medicine, nursing, nutrition, public health, or any other health and wellness expertise.
Insurance	The ability to review insurance policies.



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	Experience identifying gaps in insurance coverage. The ability to identify and assess risk.
Legal	Experience reviewing legal documents.
Strategic Planning	Experience developing and overseeing the implementation of strategic plans.
Policy Development	Experience drafting, reviewing/assessing and updating policies.