



Seeking: Board of Directors Members

The Ottawa Food Bank

For 40 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 a challenging time for The Ottawa Food Bank. The current affordability crisis is driving people to The Ottawa Food Bank and its network of almost 100 member agencies for food support and wraparound services in unprecedented numbers. Demand for food in our community is higher than ever. One in seven people cannot afford to eat in Ottawa. The number of people seeking food support has increased by 68 percent. The Ottawa Food Bank is reaching the end of its first three-year strategic plan, and the Board of Directors will soon lead the organization through the development of its next three-year strategic plan, with a view to achieving the Ottawa Food Bank's goal to end food insecurity in Ottawa by 2050.

Our Board of Directors

The Board is a governance board responsible for overseeing the organization's operations and managing risk, 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, and those of the other Network Members, as stakeholders to Board discussions. They see the impact of Board decisions directly in their member agencies and the Network in general and can quickly provide feedback and insight on member issues strengthening the



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decision-making of the Board as a whole. The role of an Agency Board Member is to represent all of the Network and serve as a link between the governance of the Ottawa Food Bank and its members.

For more information about the role of Board Members, see the attached Board of Directors job description.

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 2025. At least two, 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 Financial Literacy, Governance, Human Resources, Risk Assessment and Strategic Planning. Formal designations in accounting/audit, risk and governance (e.g. CA and ICD.D) are also of particular interest. 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 Finance & Audit 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 in person once per month from 7:30-9:00am, and committee meetings are generally held virtually on a monthly or quarterly basis.

Apply

Please email your resume or c.v. to 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.



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Apply by Monday, October 21, 2024 at 12PM.

Process

Applications for Independent Board Member positions will be reviewed from October 21 – October 28 against the skills matrix and gaps in the Board’s skills and experience.

We anticipate that interviews will be held between October 29 – November 15 and successful candidates will have their names approved by the Board at its November meeting for nomination at the Annual General Meeting in January 2025.

In this recruitment cycle, we will prioritize interviewing those qualified applicants with skills and experience in need (*i.e.* Financial Literacy, Governance, Human Resources, Risk Assessment and Strategic Planning). 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/>

<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.



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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. 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.



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POSITION SUMMARY

As informed advocates for alleviating food insecurity in the Greater Ottawa Region, members of the Board have a passion for the Ottawa Food Bank's mission, vision and strategic business plan. Members provide strategic oversight, ensuring a competent executive team is well positioned to run the organization with a secure, long-term financial foundation. Board members meet the highest ethical standards and are some of the Ottawa Food Bank's most dedicated volunteers, paving the way for others.

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

The Board of Directors of the Ottawa Food Bank may be comprised of up to thirteen 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 that is comprised of non-Board members and chaired by the Treasurer of the Board.

MAJOR RESPONSIBILITIES

- Prepare for, attend, and actively participate in all regularly scheduled Board and applicable Committee meetings.
- Participate as an active member of one of the Ottawa Food Bank's Board Committees.
- Advocate for and champion the programs, initiatives, and good work of the Ottawa Food Bank.
- Actively participate and represent the Ottawa Food Bank at events.
- Set the Ottawa Food Bank's strategic direction by establishing, supporting and evolving the organization's vision and mission.
- Approve the rate of progress toward achieving organizational goals through periodic monitoring and evaluation.
- Establish and monitor Ottawa Food Bank governance policies.
- Approve and monitor the budget through monthly reporting.
- Ensure financial policy and reporting accountability.
- Assess organizational risks and mitigation strategies annually.
- Oversee the hiring, performance evaluation and guidance of the CEO.

ETHICAL COMMITMENTS AND STANDARDS

The OFB Board has established a Code of Conduct through which each Board member agrees to:



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- conduct themselves in a manner that supports the mission and vision of the Ottawa Food Bank;
- create and maintain an atmosphere of mutual respect and courtesy, respect confidentiality, and arrive well-prepared for all Board and Committee meetings;
- operate in an equitable manner towards all members of the OFB community including staff, clients, stakeholders, member agency representatives, Board members and Committee members;
- ensure any use of social media does not negatively affect the Ottawa Food Bank
- refrain from using their position on the OFB Board of Directors to influence or advance personal organizational interests, and in the case of member agency representatives, clarify whenever they are acting on behalf of their member agency or the OFB in all meetings where this could be a question.

KNOWLEDGE AND COMPETENCIES

KNOWLEDGE

The Ottawa Food Bank's Board of Directors aims to ensure that it collectively has the requisite skills and experience to carry out its mandate. The Board has created and maintains a Board Skills Matrix which includes the following essential areas of knowledge:

- Knowledge of best practices for Boards of Directors particularly in relation to governance
- Financial literacy, with the ability to review and discuss income statements, balance sheets, and cash flow statements and experience working with external auditors.
- Knowledge of human resources best practices, particularly as they are evaluating executives and reviewing compensation.
- The ability to identify, assess and prioritize various internal and external risks to the Ottawa Food Bank related to Operations, IT, Public Relations, Stakeholders, Regulatory/Legal, Financial, Funding or Human Resources.
- Knowledge of Social Justice & Advocacy, and Government Relations and the demonstrated ability to advocate on behalf of organizations and individuals that support justice in the distribution of opportunity, wealth, and privilege.

COMPETENCIES

These competencies describe the desired attributes and behaviours of Ottawa Food Bank Board Members:

Systems Thinking

- Remains mindful that the Board's work impacts a variety of other groups in the community as part of a larger system supports.
- Considers and plans for how current policies, processes and methods might be affected in the short, medium, and long term by broader trends.
- Develops strategies that support the organization's vision and goals.
- Integrates in-depth knowledge of underlying issues, the political environment and potential risks when considering possible opportunities or actions.

Networking



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- Proactively builds networks, connecting, and building trust in relationships with different stakeholders.
- Identifies people that have significant potential for contribution and finds ways to make personal connections.
- Builds trust by being open to different perspectives while looking for long-term and mutually beneficial outcomes.
- Invests effort in ensuring Board member, OFB Staff, Network Members, volunteers and stakeholders' needs are heard and that there is a shared understanding of context.

Collaboration

- Leads and contributes to the conditions and environments that enable people to work collaboratively and productively to achieve outcomes.
- Promotes positive conflict resolution by identifying issues and facilitating discussion and/or coaching others to constructively resolve conflict.
- Models enthusiasm and commitment to higher-level goals to motivate and guide others to achieve results.
- Values and encourages a diversity of perspectives, facilitating consensus-building and fostering a sense of shared goals and collective achievement.

EDUCATION AND EXPERIENCE

The Ottawa Food Bank's Board of Directors aims to ensure that collectively it has the requisite education and experience to carry out its mandate. The Board has created and maintains a Board Skills Matrix which includes the following essential areas of education and experience:

- Formal designations in Finance, Management, Fundraising, or with the Institution of Corporate Directors (ICD) particularly their not-for-profit designation.
- Experience leading an organization or reporting directly to a Board of Directors.
- Experience working or volunteering at the OFB or at a member agency, involving front-line service and serving clients who are experiencing a crisis.
- Experience with financial oversight and/or risk management
- Experience raising funds for a not-for-profit organization or running fundraising events.
- Education or experience in Government Relations and in working with government not-for-profit agencies at a municipal, provincial or federal level.
- Education or experience in a health or wellness capacity such as nutrition, public health, exercise, medicine or nursing.
- Experience reviewing policies and legal documents, identifying gaps and assessing risks.
- Experience developing and overseeing the implementation of strategic plans and drafting, reviewing and assessing policies as their output.

TIME COMMITMENT

Fulfilling the responsibilities of a member of the Board involves dedicating time to the following:



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- Volunteer at the Ottawa Food Bank, the Community Harvest Farm, or attend an event a minimum of once per year.
- Membership on a minimum of one committee.
- Attend monthly Board meetings and committee meetings.
- Fulfill any other responsibilities of a member of the Board.