



960 Carling Avenue, Building 106  
Ottawa, ON K1A 0C6

## 4-H Canada Board of Directors Nomination Form 2024

4-H Canada has played a significant role in the success of the 4-H program across the country for over seventy years. Incorporated in 1933, 4-H Canada was formed to: deliver national 4-H programs and services; provide a channel through which government, business and other organizations can support the 4-H program; facilitate liaison and exchange of information; serve as a medium through which the basic and fundamental principles of the 4-H program may be developed and maintained; and, lend support to programs and activities, compatible with the principles and goals of 4-H.

This nomination form is designed to provide the information needed to recommend individuals for election to the 4-H Canada Board of Directors. Please provide as much detail as you can as this form is an important source of information used in the election process. Please note, candidates may not self-nominate, and must be nominated by two (2) current voting members of 4-H Canada.

The term of office for successful candidates will commence with the **Annual General Meeting** which will be held virtually in **July 17, 2024**.

Thank you for your interest in the valuable work we do in providing positive youth development in Canada.

Deadline: Received via email no later than **4:00 p.m. (EDT) May 30, 2024**

Submit nominations to: 4-H Canada  
[governance@4-h-canada.ca](mailto:governance@4-h-canada.ca)

Inquiries can be directed to: Hugh Maynard  
Interim CEO  
[hmaynard@4-h-canada.ca](mailto:hmaynard@4-h-canada.ca)

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How to Nominate a Candidate:

Please enclose a resume or CV outlining the candidate's:

- Employment/corporate, and business experience
- Educational background
- Board Director or Trustee experience
- Expertise and skills
- Awards or recognition from peers/industry received.
- Volunteer history
- Contact information for two (2) references

Also submitted with the application package should be:

- Contact information (Appendix A)
- Digital photo (.jpeg format) of candidate for online election profile
- Written reference letter by nominator outlining reasons for nominating.
- Candidate's answers to the four questions below for election profile (Appendix B)
- Signature page of *Roles and Responsibilities* (Appendix C)
- Signature of two (2) nominators (Appendix C)

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### Appendix A

#### Candidate Contact Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Nominator Contact Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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### Appendix B

1. What interests you about being a Director on the 4-H Canada Board of Directors?
2. What skills, training, resources, and expertise do you feel you would contribute to the 4-H Canada Board of Directors?
3. What do you feel are some of the biggest opportunities for 4-H Canada as a national youth movement?
4. What do you hope to gain from the experience?

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### Appendix C

#### **Roles and Responsibilities 4-H Canada Board of Directors**

##### **Board of Directors Governing Style**

The Board's style in approaching its responsibilities will emphasize:

- An outward vision;
- Encouragement of diversity in viewpoints;
- Strategic leadership;
- Clear distinction and understanding of Board and staff roles;
- Collective rather than individual decision making; and
- A future focus.

More specifically, the Board will:

- Initiate and inspire innovative policies that lead world class performance in organizational positive youth development.
- Direct and engage 4-H Canada through the careful deliberation and establishment of broad organizational policies; these policies will address the desired results (Ends), the boundaries of prudence and ethical means (Executive Limitations), roles and responsibilities (Governance Policy) and the Board/Foundation/Chief Executive Officer relations.
- Enforce upon itself and its members the discipline needed to govern with excellence;
- Be accountable for competent, conscientious and effective accomplishment of its obligations as a body;
- Monitor and discuss their own process and performance while ensuring the continuity of its governance by continuing education and development; and
- Use the expertise of individual members to enhance the ability of these bodies to implement governance policies.

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## **Duties of the Board**

The Board of Directors is the legal authority for the Canadian 4-H Council and is responsible for directing and protecting the organization and the owners' interests by:

- Providing direction to the organization, including a strategic plan;
- Establishing written governance policies;
- Assuring effective Chief Executive Officer performance;
- Communicating with the owners and stakeholders; and
- Making decisions in the best interests of the ownership as a whole and within the scope of organizational by-laws.

## **To achieve these outputs, the Board will:**

- Establish the mission, vision, goals, objectives and strategies for the Council;
- Ensure regulatory compliance;
- Perform its role with due diligence and in the spirit of a positive youth development organization;
- Ensure adequate monitoring is in place to mitigate risk and accomplish goals;
- Ensure communications with stakeholders;
- Develop a strategic plan;
- Review, provide feedback and approve the written annual work plan and annual budget prepared by the Chief Executive Officer to operationalize the objectives of the strategic plan;
- Revisit the strategic plan at least every three years.
- Develop a work plan to review and update board policies at least annually.
- Approve appointment of a chair and vice chair of all board committees.
- Propose appropriate amendments to the Bylaws.
- Monitor performance, provide periodic feedback and conduct a formal, annual review of the Chief Executive Officer's performance; and
- Determine and review annually the Chief Executive Officer's remuneration, including salary and benefits.

## **Qualifications Required for Serving on the 2024 Board of Directors**

- Skills/Competencies in government relations

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- Skills/Competencies in Business Entrepreneurship
- Experience and/or Skills/Competencies in fund development and networking
- Ability to submit a clear criminal record check and vulnerable sector check.
- Must be an individual member of 4-H Canada or obtain within 90 days of election.
- Nominees must be 18 years or older; they must be individuals and must have the power under law to contract.

### Meetings and Reimbursement

- Preparation for and attendance in person at two (2) meetings a year including the Annual General Meeting as well as two (2) teleconference meetings a year.
- Preparation and attendance by teleconference at committee meetings as required.
- Time requirement is estimated at 15 to 20 days per year which includes travel to meetings and meeting preparation.
- Reimbursement is provided for travel, meals, and accommodations to the two face-to-face Board of Directors meetings.

### Term of Office

Directors shall hold office for a three (3) year term; are eligible to serve two (2) consecutive terms and are eligible for re-election after an absence of one (1) year. The Board shall consist of not less than eight (8) voting directors or more than 12 voting directors.

I have read the above, understand the roles and responsibilities as well as qualifications outlined in this document and wish to let my name stand for nomination.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Canada Member Nominator Signature (#1)

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Canada Member Nominator Signature (#2)

\_\_\_\_\_  
Date

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