



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

Canadian 4-H Foundation Trustee Nomination Form 2026

4-H Canada plays a significant role in the success of the 4-H program across the country. Established in 1969, the Canadian 4-H Foundation ensures the legacy of 4-H Canada and its ability to continue to provide national programs and events that help members Learn to Do by Doing. A federally incorporated, not-for-profit organization, the Canadian 4-H Foundation is made up of experienced and knowledgeable individuals responsible for overseeing and managing 4-H Canada's investment funds in a reliable, ethical, and intelligent manner. Trustees are also responsible for building connections with organizations and individuals willing to support the future of 4-H.

This nomination form is designed to provide the information needed to recommend individuals for election to the Canadian 4-H Foundation. 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 on **July 15, 2026**. Please note, you must be a member to vote in the election and AGM.

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) March 31, 2026**

Submit nominations to: 4-H Canada
governance@4-h-canada.ca

Inquiries can be directed to: Christina Franc
CEO
cfranc@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 in Appendix B for election profile. Please provide your answers to these questions in a separate document if you require more space
- 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 C

Roles and Responsibilities Canadian 4-H Foundation Trustees

Canadian 4-H Foundation Governing Style

The Foundation'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 Foundation will:

- Prioritize fund development, strategic funds planning, and the maintenance and monitoring of investments on behalf of the Foundation.
- Cultivate national partnerships to provide financial and other support to assist in facilitating the Council and other provincial 4-H organizations' programming
- Create policies to ensure any endowment(s) received are managed in accordance with instructions of said endowment
- Support the 4-H Canada Council in directing and engaging 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 Foundation

The Trustees are the legal authority for the Canadian 4-H Foundation and are responsible for directing and protecting the organization and the owners' interests by:

- Prioritizing fund development, strategic funds planning, and the maintenance and monitoring of investments in all furtherance of the purposes of the Foundation;
- Establishing written governance policies;
- In collaboration with the 4-H Canada Council, assuring effective Chief Executive Officer performance;
- Communicating with Foundation 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 Foundation will:

- Work with Council to establish the mission, vision, goals, objectives and strategies for 4-H Canada;
- 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;
- Review, provide feedback and approve the investment and fund development plan(s) prepared by staff to operationalize the objectives of the joint strategic plan;
- Develop a work plan to review and update board policies at least annually.
- Approve appointment of a chair and vice chair of all Foundation committees.
- Propose appropriate amendments to the Bylaws as needed.
- In collaboration with the 4-H Canada Council, monitor performance, provide periodic feedback and conduct a formal, annual review of the Chief Executive Officer's performance; and
- In collaboration with the 4-H Canada Council, determine and review annually the Chief Executive Officer's remuneration, including salary and benefits.

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Qualifications Required for Serving on the 2026 Board of Trustees

- Skills/Competencies in investment portfolio management and growth
- Skills/Competencies in fund development planning 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 up to two (2) meetings a year including the Annual General Meeting as well as two (2) virtual meetings a year.
- Preparation and attendance by virtual 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

Trustees shall be elected for a term of 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.

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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