



2019 Board of Directors  
Recruitment Package

## **Cumberland Business Connector 2019 Board Recruitment and Selection Process**

The Cumberland Business Connector (“Cumberland Connector”) is recruiting a volunteer for (1) to three (3) year terms on its inaugural Board of Directors.

Led by Boards of Directors with extensive business experience, the Cumberland Connector will operate as regional connector among economic development partners, support business growth and retention, and provide regional leadership on economic development priorities.

### **Cumberland Connector Goals:**

- (a) Develop, implement and monitor a regional economic development strategy and a plan of action that is consistent with provincial and regional (participating municipal and First Nation band councils under the *Indian Act*, Canada) economic development priorities;
- (b) Cultivate close working relationships with the business community and work with key partners to support the development and attraction of new businesses, and retain and expand existing businesses. Cumberland Business Connector will support local businesses in navigating, and making referrals to, programs and services;
- (c) Inform key partners and stakeholders about local business climate conditions, as well as regional challenges and opportunities. Cumberland Connector will work with partners and stakeholders to provide investment readiness support including site identification and selection information.

### **Application Process:**

The deadline for receipt of applications is **April 12, 2019**. Applications are invited from the Cumberland Business Connector stakeholder community and the general public. We are specifically seeking candidates with combined skills and experience in business, industry, corporate governance, financial stewardship, strategic planning, communications, partnership development, stakeholder relations, and expertise in law, accounting, human resources, economic development and entrepreneurship.

**Board members should be comfortable with working within a policy (i.e. not management) board governance model; private sector or leaders in their field; have demonstrated their commitment to the region and to its development; and be capable of representing our broad regional interests, not just those of a specific industry, organization or interest group.**

A completed application comprises the following items:

- Completed application form
- Résumé
- Self-assessment form (see attachment)

A director shall be knowledgeable about the following:

- Economic development, entrepreneurship, and/or economics
- The sector or sectors environment generally
- The duties and expectations of a director
- The Cumberland region

Directors should be passionate about growing their economy and willing to invest their time and talent into creating and building the organization. The director demonstrates excellent leadership skills, resourcefulness and the ability to think broadly and act collaboratively. S/he manages and works closely with the Chief Executive Officer (CEO), and seeks solutions to new challenges, and identifies and capitalizes on new opportunities.

### **Expectations:**

The Board of Directors is required to meet a minimum of eight (8) times annually. Meeting dates and times will be established to suit the Board's needs. Furthermore, web-based conferencing may be utilized to reduce travel time.

The Nominating Committee will oversee the director selection process, which involves:

- Reviewing of applications
- Assessing applicants' qualifications, experience, and competencies according to the competencies matrix;
- Nominating qualified candidates to the Liaison and Oversight Committee for approval

The Nominating Committee will take into account the need for regional and sectoral representation and strive to represent diversity of gender, ethnicity, and age.

### **Eligibility:**

- Applicants must be the age of majority
- Must not be a federal, provincial or municipal government employee or an elected official
- Must not be an employee of a partner agency

### **Basic tasks of the Board of Directors:**

- Regional economic development strategy – Developing and monitoring the progress of the regional economic development strategy in addition to annual financial and business plans
- Building relationships – Ensuring excellent communication and sound working relationships with the Liaison and Oversight Committee and other partners and stakeholders
- Performance management – Understanding how activities and services align with the mandate and objectives of the regional economic development strategy, and ensuring that there are procedures in place to monitor, measure, review and improve the Cumberland Business Connector's policies and performance outcomes
- Strong financial stewardship – Stewarding the financial health of the organization by ensuring that strong financial management skills and appropriate accountability measures are in place
- Governance and policy development – Ensuring the existence of a sound governance framework, including all the policies, practices, and procedures that define the decision-making process and delineate the roles and responsibilities of the Board and the CEO
- Managing the CEO – Ensuring that there is a system in place to manage and evaluate the CEO

### **Duties and Responsibilities:**

#### **Fiduciary Duties**

- Each director is responsible to act honestly, in good faith and in the best interests of the Cumberland Business Connector and in so doing, to support the organization in fulfilling its mission and discharging its accountabilities
- A director's fiduciary duty includes a requirement that he or she avoid situations where the interests of the director are in conflict with the interests of the Cumberland Business Connector

- The Cumberland Business Connector shall be responsible to provide board members appropriate Directors Liability Insurance and Errors and Omissions Insurance

### **Accountability**

- The director is not solely accountable to any special group or interest and shall act and make decisions that are in the best interest of the organization, as a whole
- A director shall be knowledgeable of the stakeholders to whom the organization is accountable and shall appropriately take into account the interests of such stakeholders when making decisions as a director, but shall not prefer the interests of any one group if to do so would not be in the best interests of the organization

### **Teamwork and Participation**

- A director is expected to properly prepare for meetings, participate actively in Board discussions and generally participate constructively
- A director must feel comfortable expressing a dissenting opinion or vote
- Despite differences in opinion, directors are expected to act in solidarity with the Board once a final decision has been made

### **Community Representation and Support**

- A director shall represent the Board and the organization in the community when asked to do so by the Board Chair

### **Understanding and Continuous Improvement**

- A director shall participate in a Board orientation session, orientation to committees, Board retreats and Board education sessions at the expense of the Cumberland Business Connector.
- Attend additional appropriate educational conferences in accordance with Board-approved policies if needed at the expense of the Cumberland Connector
- Have a good general knowledge of the legal framework within which the Cumberland Business Connector operates, including legislation, incorporating documents, by-laws, and Cumberland Business Connector's policies
- Acquire a good working knowledge of issues and subject matter that pertains to the Board's business

### **Additional Requirements**

- Travel may be required, and if required, the director shall be entitled to a per kilometer reimbursement at provincial rates
- Access to a computer, printer and the Internet is required
- Ability to take governance or other board training

## Director Application Form

Submit applications to Jonathan McClelland no later than **April 12, 2019**. The application can be emailed to [jonathan@cumberlandbusinessconnector.ca](mailto:jonathan@cumberlandbusinessconnector.ca) or mailed or dropped off at

**Cumberland Business Connector**  
**5 Ratchford St.**  
**Amherst, NS**  
**B4H 1X2**

**NOTE: Please attach a resumé to the application form.**

**DATE**

**NAME**

**ADDRESS**

**EMAIL ADDRESS**

**TELEPHONE**

**EMPLOYMENT INFORMATION**

**PREFERRED METHOD OF CONTACT     WORK     RESIDENCE**

**PREFERRED TERM OF SERVICE     1 YEAR     2 YEARS     3 YEARS**

**Education/Training/Certificates**

**How would our organization benefit from your involvement on our Board?**

## **Competency/Capability Assessment Director**

**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 question.**

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 or organizations? Are you comfortable working on a policy level board of directors?
  
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?

**SEEKING BOARD MEMBERS TO SERVE ON THE  
Cumberland Business Connector's BOARD OF DIRECTORS**

The Cumberland Business Connector Society, covering the region of Cumberland, Nova Scotia is currently recruiting a new board member to serve on the Board of Directors.

Board Members will work closely with the Chief Executive Officer to ensure the effective governance of the network.

Applicants should be driven by the belief that they can make a difference in our region with their diverse backgrounds and possess knowledge and skills in one or more of the following areas: **leadership, business, law and audit, human resources, finance, governance, strategic planning, partnership development, government navigation, communications, economic development, entrepreneurship, & relationship networking.**

Position: Volunteer

Length of Term: One (1) Year to Three (3) Year Terms

**Application Deadline: April 12, 2019**

For additional information or to obtain a recruitment package and application, please contact Jonathan McClelland or go to [www.cumberlandbusinessconnector.ca](http://www.cumberlandbusinessconnector.ca).