

# TUNGASUVVINGAT INUIT

Corporate Governance  
Board Nomination Package



Tungasuvvingat Inuit



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## 1.0 Instructions

Thank you for your interest in serving as Board Member at Tungasuvvingat Inuit. We have included the following information in the Board Nomination Package:

- Information about TI, our vision, mission and principles.
- Requirements of Board Members
- Code of Conduct for Board Members
- Board Nomination Form

In order to be considered for a position with the Board at TI, please follow the instructions outlined below:

- Read and sign the Board Code of Conduct
- Complete the Board Nomination Form (you may include a resume if relevant)

Return the signed Board Code of Conduct and the Nomination to TI either by email, by hand or by mail as follows:

Board of Directors  
c/o Christine McPherson  
Executive Assistant  
Tungasuvvingat Inuit  
1071 Richmond Road  
Ottawa, Ontario  
K2B 6R2

**Email:** [ea@tungasuvvingatinuit.ca](mailto:ea@tungasuvvingatinuit.ca)

The deadline to receive submissions is Monday, **May 20, 2019 by 4:00 PM** Eastern Standard Time.

Once we have completed the evaluation process, if your application has been shortlisted, you will be required to attend an interview with the Board of Directors and Executive Director.

Should you require additional information from us, such as copy of our By-Laws, you may request this by email at [ea@tungasuvvingatinuit.ca](mailto:ea@tungasuvvingatinuit.ca)

## 2.0 Introduction

Tungasuvvingat Inuit (TI) is an Inuit-specific, multi-sector hub for Inuit of all ages and a provincial service provider that offers social support, cultural activities, counselling and crisis intervention to meet the rapidly growing, complex and evolving needs of Inuit in Ontario.

We are a registered, charitable, not-for-profit organization. Over our more than 30 years of history, we have grown to become a comprehensive agency, offering over 20 highly integrated front-line services. The agency is the only Inuit-specific service organization of its kind in urban Canada offering support through the entire life cycle.

TI is called on to provide advice and support on Inuit topics to government and community organizations across the country, such as courts, hospitals, schools and social services agencies. We offer them information on Inuit culture and values, resources for Inuit-specific programming, an understanding of Inuit rights in the city and information on labor market engagement.



To accomplish our work, we partner with over 60 Inuit and non-Inuit organizations.

TI aspires to have a workforce reflective of the community we serve. The organization serves a critical and invaluable role in the training and development of high-performing Inuit professionals.

## **2.1 Vision**

To provide Inuit-specific programs, services and support that empower and enhance the lives of Inuit that are available and accessible to all members of the Inuit community.

## **2.2 Mission**

It is the Mission of TI to broadly provide Inuit- specific programs that contribute to the health and wellbeing of Inuit and to encourage and support similar programs for Inuit across the country.

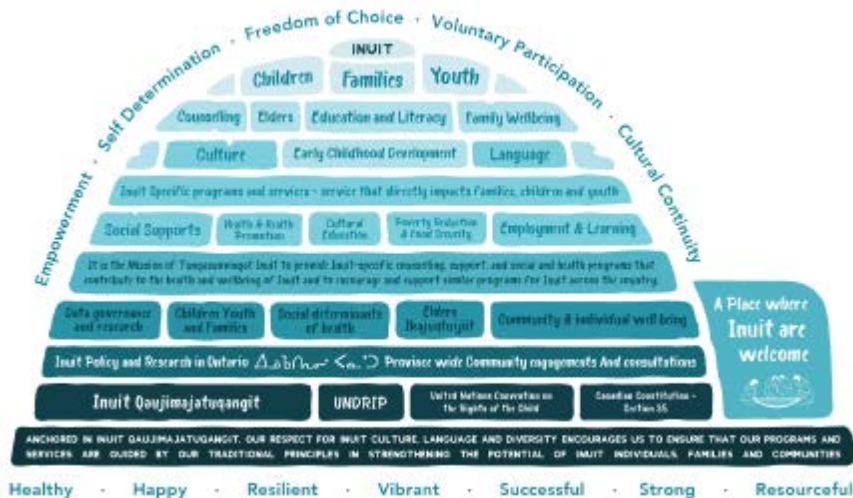
## **2.3 Inuit Qaujimajatugangit Principles**

- respecting others,
- relationships and caring for people,
- fostering good spirit by being open, welcoming and inclusive,
- serving and providing for family and community,
- decision-making through discussion and consensus,
- development of skills through mentoring, practice and effort;
- working together for a common cause,
- being innovative and resourceful;
- having respect and care for the land, animals and the environment.



## 2.4 Cultural Framework

Our programs and policy development are built upon an Inuit worldview that recognizes that each person has many aspects to their lives and they are interconnected to others.



## 3.0 Board Member Requirements

### 3.1 Responsibility of the Board of Directors

The Board of Tungasuvvingat Inuit (TI) is responsible for the overall management and operations of the organization. Responsibility for day-to-day management is delegated to the Executive Director.

Individually and collectively, the members of the TI Board will represent TI and will at all times promote the interests and mandate of TI.

Specifically, the Board is responsible for:

- Governance of TI according to the By-Laws
- Formulation of strategy, goals and policies of TI
- Advocacy for Inuit based on established strategy and the values of TI
- Review and approval of the annual Strategic Plan
- Approval of the audited financial statements of TI
- Provision of risk management oversight and ensuring appropriate insurance coverage
- Supports diversity and the building of an inclusive culture where everyone belongs
- Compliance with legal requirements such as corporate minutes, proper election of Directors and Officers, appointment of auditors and statutory reporting
- Regular review of policy development, programs and member services delivered by TI
- Appointment of the Executive Director, fixing of his/her remuneration and terms of employment
- Annual review of the performance of the Executive Director



Implementation of many of the Board responsibilities is delegated to the Executive Director, who reports to the Board on performance of the above tasks.

### **3.2 Responsibility of Individual Directors**

#### ***Fiduciary Duty***

Board members discharge a fiduciary duty related to the position of trust and obligation to act honestly and in good faith to ensure that the best interests of TI are achieved in the decisions made by the Board. Conflict of interest must be avoided at all times and must be declared if encountered.

#### ***Governance***

Governance is the responsibility of the Board as a whole. However, each Director must be prepared to provide guidance and leadership in policy development and advocacy. Board members must be acquainted with all aspects of TI, including by-laws, policies, programs and services. Regular attendance at Board meetings is required.

#### ***Advocacy Role***

TI Board members play an important advocacy role on behalf of Inuit. Board Members may be called upon to develop policies and to make decisions that will serve the best interests Urban Inuit throughout Ontario. From time-to-time, Board Members may be asked to visit elected officials or key stakeholders.

#### ***Confidentiality***

TI deals with many sensitive and confidential matters and Board Members are required to keep these matters confidential.

### **3.3 Background, Experience and Qualities of a Nominee**

TI considers a number of factors in addition to a candidate's skills, abilities and experiences. As part of our selection criteria, TI also considers the following qualities:

***Integrity*** – Directors demonstrate personal integrity and insist that the organization behaves ethically.

***Courage*** – Directors have the courage to voice their support or opposition and have the courage to ask the tough questions.

***Good judgement*** – Directors focus on the important issues, make decisions and, take actions using sound business practice, common sense and wisdom.

***Perspective*** – Directors have broad experience and knowledge that are used in decision making.

***Commitment to learning*** – Directors take the time to get to know the organization and their role. They are committed to their own education specifically in areas that require their contribution and participation.

***Equity*** – The Board, which is made up of highly qualified from diverse backgrounds, can promote better outcomes for children, youth, families, elders and staff.



The culture of TI's Board is just as important as the skills, knowledge and experience of its Directors. Directors have the behavioral skill set to function and work effectively and collaboratively. These skills include:

**Ability to present opinions** – They are articulate and able to present their views clearly, frankly and constructively.

**Willingness and ability to listen** – They listen respectfully and make sure they understand what they have heard.

**Ability to ask questions** – They know how to ask questions in a way that contributes positively to debates.

**Flexibility** – They are open to new ideas and responsive to the possibility of change.

**Dependability** – They do their homework and attend and participate in meetings.

**Critical Reflection** – They are able to understand how their own views, ideas and beliefs shape how they interpret the world, and see others who do not hold the same identity.

**Leadership Skills** – They are people who can develop and carry out the vision of the organization from a governance level.

### 3.4 Time Commitment

Board members can expect to attend 6-8 Board face-to-face meetings per year (5:00 to 8:00 pm). The meetings are held at TI, 1071 Richmond Road, Ottawa, Ontario, K2B 6R2. Dinner is provided for the meeting and TI covers other expenses such as mileage, taxi, uber, etc..

There is currently 1 standing committees of the Board:

- TI Board Finance & Performance Committee

This committee meets by teleconference 4-6 times per year with the duration of the meeting lasting approximately one hour. Directors may be asked to sit on one of these committees or on ad hoc committee that is established from time to time to deal with specific issues or develop initiatives on behalf of the Board. Ad hoc committees will be established as necessary and will exist for limited time periods.

Directors may also be invited by TI to attend conferences, training, meetings, or events that are relevant to our business. TI covers travel expenses, etc., when a Director participates.



## 4.0 Board Code of Conduct

The Board expects of itself and its members ethical and prudent conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

- Board members must represent the interests of the Tungasuvvingat Inuit as a whole in carrying out the TI's Mission Statement.
- A Director's duty is to be prepared to make an independent decision using all of the information available to the Board, in the best interests of the organization.
- Board members must avoid any conflict of interest with respect to their fiduciary responsibility – if there is a conflict, they must declare the conflict and refrain from voting.
- Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
- Board member interactions with the Executive Director or with staff must recognize the lack of authority of any individual Board member or group of Board members except as noted above.
- Board member interactions with the public, press or other entities must recognize the same limitation and the similar lack of authority of any Board member or Board members to speak for the Board.
- Board members recognize that staff performance appraisals, except for the Executive Director (ED), are the responsibility of the ED and not the Board.
- Board members shall maintain confidentiality of all information relating to the organization which is considered private and privileged.
- Board members are required to prepare for meetings and to participate productively in discussion, always within the boundaries of discipline established by the Board.

I have read this Code of Conduct and agree to adhere to it.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

*(please print)*





## 5.0 Board Nomination Form

Name of Nominee

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Address

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Telephone: ( ) \_\_\_\_\_

Mobile Phone: ( ) \_\_\_\_\_

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

Relevant Experience and/or employment (include a resume if relevant)

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Qualifications and Areas of Expertise

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