



CIP Director Qualifications

The Canadian Institute of Planners' Board of Directors is responsible for overseeing the organization and serving its best long term interests. To fulfill this role, the Board is expected to bring forward-looking, national, and strategic perspectives to CIP's strategic plan and policies.

All CIP Directors must meet the minimum set of qualifications, if they are to play an integral part in CIP Board decision-making. The CIP Board believes that, collectively, it should have the specialized skills necessary to properly and pro-actively guide the organization within its legal and ethical responsibilities.

It is important to note, that the CIP Board is primarily a policy-board (rather than a working Board), and as such, Directors provide an important role in shaping the policy and governance standards of the Institute; whereas, operational management is the primary responsibility of the Executive Director.

Director Elections

- The nomination process and election is set out in CIP policy in accordance with the Institute's bylaws and the Canada Not-for-Profit Corporations Act.
- Directors are elected for a term of three years, with the exception of the Student Director, which is two years.
- Requirements for Board meetings and meetings of members are identified in the CIP Bylaws and CIP's Governance Policies and Procedures Manual.

Director Nominee Qualifications

The Nominations Subcommittee must be satisfied that in addition to meeting the eligibility requirements set out in the CIP Bylaws and Policy Manual, each nominee meets the following minimum qualifications:

- With the exception of Directors at Large, the nominee must be a Voting Member in good standing of the Institute;
- the nominee shall not be a Board/Council Member of any PTIA;
- the nominee shall have relevant experience at a strategic or policy making level in a professional, government, non-profit or academic organization;
- the nominee shall demonstrate that they have sufficient time and availability to satisfy the Director's responsibilities;
- the nominee shall have a reputation for ethical behavior both personally and professionally;
- the nominee shall be free of any conflict of interest that may impair the Director's ability to make consistent and fair decisions in the best interests of the Institute;
- the nominee must have previous board experience or similar. For Student Directors previous board experience is encouraged but not required;
- the nominee must be able to demonstrate financial, legal, and business literacy through previous experiences;
- the nominee must demonstrate experience in a leadership role, and
- must be able to demonstrate their understanding of the CIP's role and purpose.

Under federal law, Directors must be 18 and over and must not be bankrupt.

Expectations for Directors

In addition to the mandatory minimum qualifications set forth above, Directors shall demonstrate proficiency in the following:

Integrity - illustrated by:

- Consistent application of the highest standards of professional conduct to all activities affecting the Institute.
- Acting in a manner that sustains and improves trust to reinforce CIP's reputation and brand.
- Familiarity with and high regard for fiduciary duty.
- Avoiding conflicts of interest and declaring any potential conflicts that may arise.

Knowledge of Governance - illustrated by:

- Experience as a Director at an organization of similar interests or strategic level.
- Track record of preparing for and contributing to board committee meeting discussions and oversight.
- Strong commitment to time and effort required to undertake the role.
- Strong governance implementation leadership skills.
- Ability to readily distinguish between governance and operational matters.
- Awareness and understanding of risk management.

Collaborative Skills - illustrated by:

- Demonstrated ability to operate effectively as part of a team of Directors to help achieve expected Board performance.
- Demonstrated ability to contribute and operate with candor and professionalism, while supporting other Directors to do the same.
- Effective negotiation skills.
- Demonstrated ability and willingness to build consensus
- Strong conflict management skills.
- Willingness to accept and support Board decisions.

Communications - illustrated by:

- Ability to convey information during Board meetings effectively and efficiently.
- Ability to articulate viewpoints succinctly and clearly.
- Ability to justify viewpoints with logic, facts and figures, where required.
- Effective listening skills.

Business Acumen - illustrated by:

- Experience in dealing with general business matters within the not for profit sector.
- Understanding of complex business situations.

Independence - illustrated by:

- Impartiality.
- Freedom from influence by any factors other than the interest of the general membership as a whole.

Leadership - illustrated by:

- Ability to provide effective oversight to CIP management of human, financial, and other resources.
- An ability to look at issues in a wider context and, taking into account a wide range of influences and situations, see the implication of decisions.
- Leadership experience with other non-profit governing boards.

Legislation and Standards Knowledge - illustrated by:

- Familiarity with legislation and standards applicable to not-for-profit professional organizations (e.g. Canada Not-For-Profit Corporations Act, Generally Accepted Accounting Principles etc.)
- Familiarity with public policy issues of relevance to the profession, those bearing on the profession and its practice, and/or those with a bearing on its stakeholders' and/or the public interest.
- Experience reviewing financial reports and operating budgets

Other Conditions

Directors are expected to make a personal commitment to participate on committees and to attend the Board meetings, including preparing for the meetings by reading all briefing and background material provided in advance. Materials are provided approximately one week in advance of meetings, which may require several hours of reading and consideration.

Monthly teleconferences and/or in-person meetings are scheduled for the Board, with the Executive Director reporting on developments that affect the organization. Teleconference calls are also scheduled on an ad hoc basis for the Board or a standing committee to deal with specific business items.

When absent from their usual place of residence, Directors are reimbursed for reasonable travel and living expenses incurred in the course of their duties, as per CIP policy.

At-Large Directors

Nominees for At-Large Director may be sought out for specific skills or expertise needed for the Board of Directors in fulfilling its governance role or implementing the strategic plan of the Institute. Examples include: social media; legal knowledge; accounting/financial or human resources; academic; young planners; public interest member. Nominees shall meet all of the minimum qualifications set forth for Director Nominations, with the exception of being a member of the Institute.