

CIP Board Directors Qualifications

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

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 manage and oversee the organization.

Board Elections – General Information

- 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.
- Board meetings and meetings of members requirements are identified in the CIP Bylaws and Policy Manual.

Director Nominee Qualifications

The Nominating Committee must be satisfied that in addition to meeting the eligibility requirements set out in the CIP Bylaws and Policy Manual, each nominee must meet 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 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 Board 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

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.

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.