

OMSSA 2020 Board of Directors *Nomination and Application Form*

NOTE: Please review the following before completing and submitting this form:

- [Nominee Eligibility](#)
- [Nominator Eligibility](#)

INSTRUCTIONS

To apply to be a member of the Ontario Municipal Social Services Association's Board of Directors, you must:

1. Complete this form in its entirety, including the signatures (digital or otherwise) of the nominee and nominator.
2. Save the completed form as a PDF.
3. Submit all three of the following materials (as attachments) by email:
 - Completed **Nomination and Application Form**
 - A **brief biography or CV** highlighting the nominee's relevant professional experience
 - A **photo (headshot)** of the nominee (*photos should be at least 500 KB*)

Nomination Deadline: Friday, July 24, 2020 by 5 p.m. EST

How to Submit: Nominations should be submitted by email to info@omssa.com (to the attention of Dan McCormick, OMSSA President), with "**OMSSA Board of Directors Nomination**" in the subject line.

Questions: If you have any questions about the nomination and application form, the nomination process, or nominee and nominator eligibility, please contact **Caitlin Lapeña**, Administrative Assistant at clapena@omssa.com.

NOMINATION AND APPLICATION FORM

PART 1: NOMINEE INFORMATION

Full Name: _____

Organization: _____

Job Title: _____

Work Email: _____

Work Phone: _____

Personal Phone: _____

Nominee Conflict of Interest Disclosure Statement

Directors must avoid conflicts between their self-interest and their duty to the corporation. In the space below, please identify any relationship you may have with any organization or individual that may create a conflict of interest, or the appearance of a conflict of interest by virtue of being appointed to OMSSA's Board of Directors.

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PART 2: NOMINATOR INFORMATION

Full Name: _____

Organization: _____

Job Title: _____

Work Email: _____

Work Phone: _____

Personal Phone: _____

NOTE:

Please review [Nominator Eligibility](#) to ensure that the nominator meets the criteria to be eligible to act as a nominator for this nominee.

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PART 3: NOMINEE QUALIFICATIONS AND EXPERIENCE

The board seeks a complementary balance of knowledge, skills and experience. **Please use the checklist below to indicate your level of skill or experience in each area** (it is not expected that nominees will possess skills and experience in all of the areas listed below).

Sector-specific (human services) knowledge

Basic Intermediate Advanced

Strategic Planning

Basic Intermediate Advanced

Critical Thinking

Basic Intermediate Advanced

Business Management

Basic Intermediate Advanced

Human Resources Management

Basic Intermediate Advanced

Government and Government Relations

Basic Intermediate Advanced

Political Acumen

Basic Intermediate Advanced

Risk Management

Basic Intermediate Advanced

Financial Expertise

Basic Intermediate Advanced

Governance

Basic Intermediate Advanced

Public Affairs and Communications

Basic Intermediate Advanced

Ethics

Basic Intermediate Advanced

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Please describe any additional knowledge, skills and experience you can bring to the Board:

Please provide details on any current or prior board / governance experience:

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Please provide details on any experience you may have working for or with similar sector organizations (municipal or human services associations, etc.):

Which areas of OMSSA's Board's work are of particular interest to you?

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PART 4: NOMINATOR AND NOMINEE DECLARATION

NOMINATOR DECLARATION

I, _____ a Lead / Delegate of OMSSA, wish to nominate
(nominator's full name)

_____ for election to OMSSA's 2020-2022 Board of Directors.
(nominee's full name)

Signature: _____ **Date:** _____

NOMINEE DECLARATION

I, _____ agree to accept this nomination as a candidate for
(nominee's full name)

election to the OMSSA Board of Directors for a two-year term.

By submitting this application, I declare the following:

- a. I meet the eligibility criteria and accept the conditions of the appointment set out above and below.
- b. I certify that the information provided in this application and in my resume and / or biographical summary is true.

Signature: _____ **Date:** _____

APPENDIX A: NOMINEE ELIGIBILITY

Basic Eligibility Criteria and Conditions

1. Directors must be at least 18 years old.
2. Undischarged bankrupts are ineligible to serve as Directors.
3. A Director is expected to commit the time required to perform board and committee duties. The minimum time commitment is 10-15 hours per month.
4. Directors must fulfill the requirements and responsibilities of their position. For example, preparing for and attending board and committee meetings, upholding their fiduciary obligations and working cooperatively and respectfully with other board members. Directors must comply with legislation governing the corporation, the corporation's by-laws and policies and other applicable rules.
5. Directors will be required to sign a Declaration confirming their agreement to adhere to their fiduciary duties and board / corporate policies.

Skills, Knowledge and Expertise

The Board is seeking nominations that will reflect the diversity of the membership it serves, including: demographic, linguistic, economic, geographic, gender, cultural, ethnic, sectoral (i.e. housing and homelessness, children's services, income security, and emergency services) and social characteristics of the Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs), as well as communities served by the organization.

The OMSSA Board of Directors will reflect a complimentary mix of skills, knowledge and expertise. The skills, knowledge and expertise that will be considered include (in no specific order):

- Sector specific (human services / municipal / DSSAB) knowledge and experience
 - Housing and Homelessness ****(Housing sector experience is preferred)***
 - Children's services
 - Income security
 - Emergency services
- Strategic planning
- Critical thinking
- Business management
- Human resources management
- Government and government relations

- Political acumen
- Risk management
- Financial expertise
- Board and governance
- Public affairs and communications
- Ethics
- Demographic considerations

Behavioural Qualities

The Board requires all Board members to:

- commit and adhere to the vision, mission and core values of the organization;
- act with honesty and integrity;
- understand a Director's role and fiduciary duties, and the role of the Board;
- think strategically;
- work as part of a team;
- communicate effectively;
- have or commit to acquire, financial literacy appropriate to OMSSA as a non-profit organization and the scope of OMSSA's activities;
- be willing to devote the time and effort required to be an effective Board member, including attendance at Board orientation, Board retreats, Board meetings, committee meetings and association events;
- be free of conflicts that would impede a Director's ability to fulfill his or her fiduciary duties; and,
- demonstrate the ability to recognize and manage specific conflicts of interest that arise from time to time.

APPENDIX B: NOMINATOR ELIGIBILITY

A recent update to OMSSA's by-laws (approved October 23, 2019) resulted in changes to our voting and "Lead" designation process, as outlined below:

- *Each member organization will have **one designated Lead ("Delegate")***
- ***All other staff members of an OMSSA member organization are considered "Associate Members,"** and retain full access to OMSSA member services and member pricing for paid services (workshops, conferences, webinars, job board postings, etc.).*

Nominator Eligibility: Who Can Nominate Someone to OMSSA's Board?

A. If the nominee is an "Associate Member" (a staff person of an OMSSA member organization other than the designated Lead / Delegate):

- They must be **nominated by** the **designated Lead / Delegate for their organization**

B. If the nominee is the designated Lead / Delegate for their organization:

- They must be **nominated by** a **Lead / Delegate from another OMSSA member organization**

Please consult the list on the next page to determine who the designated Lead / Delegate is for each of OMSSA's 47 member organizations.

APPENDIX C: OMSSA MEMBER LEADS (“DELEGATES”)

| | | |
|--------------------------------|---------------------|--|
| City of Brantford | Susan Evenden | Director, Social Assistance and Homelessness |
| City of Cornwall | Mellissa Morgan | Administrator, Social and Housing Services (Acting) |
| City of Greater Sudbury | Steve Jacques | General Manager of Community Development |
| City of Hamilton | Paul Johnson | General Manager of Healthy and Safe Communities |
| City of Kawartha Lakes | Rod Sutherland | Director of Human Services |
| City of Kingston | Ruth Noordegraaf | Director Housing and Social Services Department |
| City of London | Kevin Dickins | Acting Managing Director, Housing, Social Services and Deerness Home |
| City of Ottawa | Donna Gray | General Manager, Community and Social Services |
| City of Peterborough | Ellen Armstrong | Division Manager, Social Services |
| City of St. Thomas | Heather Sheridan | Program Manager, Ontario Works (Acting Director) |
| City of Stratford | Kim McElroy | Director of Social Services |
| City of Toronto | Giuliana Carbone | Deputy City Manager |
| City of Windsor | Jelena Payne | Commissioner, Community Development & Health Services |
| Counties of Leeds & Grenville | Alison Tutak | Director, Community and Social Services |
| Counties of Prescott & Russell | Sylvie Millette | Director, Social Services |
| County of Bruce | Christine MacDonald | Director, Human Services |
| County of Dufferin | Anna McGregor | Director, Community Services |
| County of Grey | Barb Fedy | Director of Social Services |
| County of Hastings | Erin Rivers | Director of Social Services |
| County of Huron | Barbara Hall | Director, Social and Property Services Division |
| County of Lambton | Valerie Colasanti | General Manager, Social Services Division |
| County of Lanark | Emily Hollington | Director, Social Services |
| County of Norfolk | Marlene Miranda | General Manager, Health and Social Services |
| County of Northumberland | Lisa Horne | Director, Community & Social Services |
| County of Oxford | Paul Beaton | Director of Human Services |
| County of Renfrew | Laura LePine | Director of Social Services |
| County of Simcoe | Greg Bishop | General Manager, Social and Community Services |
| County of Wellington | Eddie Alton | Administrator |
| District of Algoma | Keith Bell | CAO |
| District of Cochrane | Brian Marks | CAO |

| | | |
|-----------------------------------|-------------------------------|--|
| District of Kenora | Henry Wall | CAO |
| District of Manitoulin-Sudbury | Fern Dominelli | CAO |
| District of Muskoka | Samantha Hastings | Commissioner of Community and Planning Services |
| District of Nipissing | Catherine Matheson | CAO |
| District of Parry Sound | Janice Bray | Acting Director, Social Services |
| District of Rainy River | Dan McCormick | CAO |
| District of Sault Ste. Marie | Mike Nadeau | CAO |
| District of Thunder Bay | Bill Bradica | CAO |
| District of Timiskaming | Kelly Black | CAO |
| Municipality of Chatham-Kent | Polly Smith | Director, Employment & Social Services |
| Prince Edward-Lennox & Addington | Lynn Chenier | Director of Social Services |
| Regional Municipality of Durham | Stella Danos-Papaconstantinou | Commissioner, Social Services |
| Regional Municipality of Halton | Alex Sarchuk | Commissioner, Social and Community Services Department |
| Regional Municipality of Niagara | Adrienne Jugley | Commissioner of Community Services |
| Regional Municipality of Peel | Janice Sheehy | Commissioner of Human Services |
| Regional Municipality of Waterloo | Douglas Bartholomew-Saunders | Commissioner, Community Services |
| Regional Municipality of York | Katherine Chislett | Commissioner of Community and Health Services |