

## **Application for Board Director**

### **Rural Ontario Institute**

This is an extraordinary opportunity for an individual who is passionate about rural Ontario and is interested in utilizing their personal skills and experience to further the mission and goals of the Rural Ontario Institute.

The Rural Ontario Institute embraces diversity and equality and is committed to building a team with a variety of backgrounds, skills and views.

Your completed application form will provide the Governance Committee of the Rural Ontario Institute (ROI) with the information required to recommend individuals for election to the Rural Ontario Institute Board of Directors. A resume may be attached to provide additional details.

The Rural Ontario Institute is interested in recruiting board members who have some or all of the following skills:

- A passion for and commitment to the vision, mission and core values of the Rural Ontario Institute
- A commitment and willingness to devote the time and effort required to be an effective board member including attendance and participation at board and committee meetings and organization events
- An understanding of and experience with board function, governance processes and community-based organizations
- An ability to act in the best interests of the organization, its programs and activities
- A willingness to represent ROI at meetings or functions with government, sponsors, supporters and potential donors
- Familiarity with fundraising and willingness to contribute to fundraising goals
- An understanding of a director's role and fiduciary and legal responsibilities
- Expertise in fundraising, agriculture, environment. Residence in eastern or north western Ontario an asset
- An ability to think strategically and independently, to lead change through a culture of inquiry
- An ability to work cooperatively and as part of a team
- An ability to communicate effectively
- Honesty and integrity
- An absence of potential conflicts and ability to recognize and manage potential conflicts of interest

Board director selection will reflect a complementary mixture of personal skills and experience in addition to knowledge and competency in a wide range of organizational development areas. (See Appendix: A)

### **Time Commitment, Meeting Expenses and Expectations:**

Meetings of the Board of Directors of the Rural Ontario Institute are generally held every two months in Guelph or on-line. Committees meet between Board meetings as necessary. The Annual General Meeting is held between June and September each year. Directors are expected to commit the time required to perform board and

committee duties. The minimum time commitment is anticipated to be 4-8 hours per month.

Travel, meal and overnight accommodation expenses will be covered for those who wish to claim these expenses. Alternatively, this amount can be donated back to ROI in exchange for a charitable tax receipt.

Directors will be required to sign a Commitment to Service and Non-disclosure Agreement at the outset of their involvement as a board member.

**Deadline: Completed applications will be accepted until May 1, 2025**

**Send To:**

**Governance Committee Chair  
c/o Rural Ontario Institute  
7382 Wellington Road 30, R.R. #5  
Guelph, ON N1H 6J2  
[esinclair@ruralontarioinstitute.ca](mailto:esinclair@ruralontarioinstitute.ca)  
Telephone (519) 826-4204**

**Director Application**
**Contact Information**

<b>Name</b>	
<b>Mailing Address</b>	
<b>Town/City</b>	
<b>Postal Code</b>	
<b>Phone</b>	
<b>Mobile Phone</b>	
<b>Email Address</b>	

**A. Community Organization Experience**

Name of Organization	Position(s)	Years

**B. Please describe how your skills and experience will assist the Rural Ontario Institute.**

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**C. Knowledge, Skills and Experience**

The board seeks a complementary balance of knowledge, skills and experience. Please rate your knowledge, skills and experience by completing Appendix A attached to this application.

**D. List Two References (name, telephone number & email address)**


Please note:        You are encouraged to attach a resume to provide additional details.

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**Candidate Signature**

**Date**

## Appendix A

### Board of Directors Knowledge, Skills and Experience Matrix

**Applicant Name:** \_\_\_\_\_

The Board of Directors of the Rural Ontario Institute reflects a complementary mixture of knowledge, skills and experience. When selecting members, the board will consider competency in, and understanding of, the following:

<b>Knowledge, Skills and Experience</b> <i>Rate your overall knowledge, skills and experience for each category</i>	<b>Advanced (3)</b>	<b>Good (2)</b>	<b>Fair (1)</b>	<b>None (0)</b>
<b>Business Management</b>				
<b>Employee relations/ management of human resources</b>				
<b>Issues/ trends specific to agriculture and rural development</b>				
<b>Government/ government relations</b>				
<b>Understanding of effective decision-making processes and networking</b>				
<b>Project management</b>				
<b>Familiarity and understanding of Indigenous matters</b>				
<b>Familiarity and understanding of rural 2SLGBTQ+ matters</b>				
<b>Fundraising skills</b>				
<b>Legal/ liability Issues</b>				
<b>Strategic planning</b>				
<b>Risk management</b>				
<b>Information technology (understanding and use)</b>				
<b>Accounting/ financial expertise</b>				
<b>Knowledge/ experience in research</b>				
<b>Board/ governance Expertise</b>				
<b>Public relations/ communications</b>				
<b>Advisory/ advocacy functions</b>				