

YMCA of  
Eastern Ontario



*Call for  
Applications*

**Board of Directors  
& Officers**



## MEMORANDUM

**TO:** Brockville, Kingston & Area Community Residents  
YMCA of Eastern Ontario Board of Directors  
YMCA of Eastern Ontario (Brockville YMCA & Kingston YMCA) Staff, Volunteers,  
Members and Participants

**FROM:** Rob Adams, CEO, YMCA of Eastern Ontario

**RE: **BOARD DEVELOPMENT –  
Call for Applications YMCA of Eastern Ontario  
Directors & Officers****

The purpose of this memo is to solicit applications as per the election procedures outlined in our By-Laws. Enclosed is an outline of the application procedures for the YMCA of Eastern Ontario Directors and Officers. We are seeking Directors to join the Board in 2021.

If you have any questions or comments, please contact

Anna Hudson, Board Executive Assistant [anna.hudson@eo.ymca.ca](mailto:anna.hudson@eo.ymca.ca)  
or Rob Adams, CEO at [rob.adams@eo.ymca.ca](mailto:rob.adams@eo.ymca.ca)

The Governance Committee consists of:

Jay Rayner, Chair of YMCA of Eastern Ontario

Chris Garnett, Vice Chair & Committee Chair of YMCA of Eastern Ontario

Brad Speck, Past Chair of YMCA of Eastern Ontario

Brenda Carter, Director of YMCA of Eastern Ontario

Staff support:

Rob Adams, CEO

Anna Hudson, Board Executive Assistant



## **Roles of the board**

- To be the Board of Directors of the YMCA of Eastern Ontario
- To ensure that the YMCA of Eastern Ontario fulfills its responsibilities, operates effectively and acts in accordance with the principles of being ethical & accountable, collaborative, open & responsive, integrated & convergent, and proactive
- To set and monitor the strategic plan for the YMCA of Eastern Ontario
- To foster the growth of the YMCA of Eastern Ontario
- Support the mission, vision, values, strategic plan, policies and goals of the YMCA of Eastern Ontario

## **Responsibilities of a board director**

- Attend regular Board meetings usually an evening once a month as scheduled
- Attend the Annual General Meeting, typically held in May
- Be a member of at least one committee of the board or task group which meets in conjunction with Board meetings
- Prepare for and participate in board meetings and understand the information provided in order to support substantive discussion and sound decision making to help the board fulfill its fiduciary responsibilities
- Be an ambassador of the YMCA of Eastern Ontario in Brockville, Kingston and communities in Eastern Ontario
- To fully support the YMCAs philanthropic goals by contributing to annual, capital, and /or endowment campaigns based on capacity to give, and to assist in acquiring other community donations.

## **Desired skill set**

The Governance Committee is seeking Board nominees with one or more of the following:

Specifically:

- Change management and systems integration
- Strategic communications and marketing
- Philanthropy, funds development
- Financial background
- Engineering/facility management background
- Strategic planning skills



- Leadership skills
- Legal background
- Large capital projects and design
- Government relations

And secondarily:

- Connected to communities and networks: connected to people, organizations and opportunities that would advance the YMCA's vision, mission and values (e.g. government, education, health, or corporate sectors)
- Strategic focus: experience in strategy development in the areas of brand strategy, advocacy, strategic positioning and marketing, and IT/shared services expertise,
- Strong leadership, advocacy and communication skills
- Previous board experience and strong community partnerships an asset
- Previous exposure to fundraising,
- Demonstrates an understanding for the diversity of our community and a focus on inclusivity

## **Diversity & social inclusion**

- The YMCA of Eastern Ontario is committed to the principles of diversity and social inclusion
- To help advance this commitment, the Governance Committee is interested in receiving applications from candidates with the potential to strengthen the Board's diversity in terms of age and ethnicity, etc.

## **Terms of office**

- YMCA of Eastern Ontario Board Director (See Appendix A)
- Elected for a three-year term and shall not hold office for more than six consecutive years.

If you would like to recommend a suitable candidate(s) or apply for a position, please contact:

Anna Hudson, Board Executive Assistant [anna.hudson@eo.ymca.ca](mailto:anna.hudson@eo.ymca.ca) or  
Rob Adams, CEO [rob.adams@eo.ymca.ca](mailto:rob.adams@eo.ymca.ca).

*If you wish to nominate someone, we would ask that you do not directly approach potential candidates yourselves.*



## Qualifications

- All directors shall be individuals, shall be at least 18 years of age, shall not have been declared incapable by a court in Canada or in another country, shall not have the status of bankrupt and shall not be an ineligible individual as that term is defined in the *Income Tax Act (Canada)*.

## Further information & to apply

- Nominations welcomed by **March 1, 2021**
- Any director of the YMCA of Eastern Ontario Board who is eligible for re-election must be **re-nominated** by a member or a director of the YMCA of Eastern Ontario Board.
- The term for Board directors elected at the 2021 Annual General Meeting will commence immediately following the meeting.

- **To apply:**

The names of potential candidates who meet the criteria should provide a brief resume (maximum two pages) and a brief statement on why he/she is interested in a director position and send to:

Anna Hudson  
Board Executive Assistant  
YMCA of Eastern Ontario  
345 Park Street  
Brockville, ON K6V 5Y7  
613.342.7961 x 30 or [anna.hudson@eo.ymca.ca](mailto:anna.hudson@eo.ymca.ca)

Background information can be found at: [eo.ymca.ca/who-we-are](http://eo.ymca.ca/who-we-are).

The YMCA of Eastern Ontario values the diversity of people and communities and is committed to excellence and inclusion.

Please contact Anna Hudson, Board Executive Assistant, YMCA of Eastern Ontario if you require additional information.

See Appendix A for current Board Member listing of terms.



## Appendix A: Directors of the YMCA of Eastern Ontario

The following is a list of current Board directors and their terms of office:

### **Term expires 2021:**

Brenda Carter  
Richard Christie  
Lori Huber  
Jay Rayner  
Gloria Saccon

### **Term expires 2022:**

Scott Coombes  
Brad Speck

### **Term expires 2023:**

Christopher Garnett  
Charlotte Patterson

### **Term expires 2024:**

Elaine Armstrong

### **Current Officers of the Board:**

Chair	Jay Rayner	2019 - 2021
Vice Chair	Christopher Garnett	2019 - 2023
Past Chair	Brad Speck	2019 - 2022
Treasurer	Lori Huber	2019 - 2021
Secretary	Gloria Saccon	2019 - 2021

**There are openings on the board for the 2021 - 2024 term.**