

## **The Overview/Qualifications**

The Board of Directors (BOD) are each members in good standing of both **ICFI** and **ICF-Toronto** whose goals are to work together on behalf of their membership to provide quality member events, create partnerships and alliances, increase coaching awareness, ensure fiscal responsibility and deliver member value. Those who serve do so in a welcoming, inclusive environment that inspires learning and mentoring.

Each director is elected by the membership for a term of **two years** and the time commitment is a two-hour Board meeting each month, and depending upon the role, approximately two hours per week of supportive work on Board Committees.

## **The Timeline**

Call for nominations	Monday, November 6, 2017
End of call	Monday, November 20, 2017
Interview of applicants	Week of December 4-8, 2017
Publication of nominees/bios	Monday, December 18, 2017
AGM & Election	Wednesday, January 17, 2018
New BOD takes office	Thursday, March 1, 2018

## **The Roles & Responsibilities**

President	Leads strategic direction and is the face of the Chapter
Vice-President	Supports the President in directing Chapter affairs
Secretary	Focuses on process, governance, and takes Board Minutes
Treasurer	Focuses on financial guidance and reporting
Director of Marketing & Communications	Focuses on branding & communications
Director of Membership & Member Meetings	Focuses on delivering value to members through meetings
Director of Events	Focuses on planning of annual conference
Directors at Large	Focuses on specific aspects of strategic direction

Many first time Board members begin as **Directors at Large**. This allows them to see how the Board works, and learn and discern what area is best suited to their skills and talents.

## **Why Get Involved?**

There are many individuals who have contributed to the Board over the years. We would suggest you engage in a conversation with them to see where you might lend your skills and experience. Many would say that they had a passion for our profession, an interest to contribute and engage their leadership skills at a Board level, and to contribute to the growth of the Chapter.

## **Resources & Contact Info**

More info on roles and responsibilities:

[Click here for BOD Roles](#)

Meet current BOD and see their bios:

[Click here for BOD Bios](#)

Please send your nominations to:

[kim@icftoronto.com](mailto:kim@icftoronto.com) – 11:59pm Nov. 20, 2017

Questions or more info:

[kim@icftoronto.com](mailto:kim@icftoronto.com) or 416-960-4791, x3

- I would like to put my name forward as a potential board member
- I would like to put the following member forward as a potential board member

Name \_\_\_\_\_  
(Please print)

Phone # Day \_\_\_\_\_ Phone # night \_\_\_\_\_

E-mail address \_\_\_\_\_  
(Please print)

Is there any area on the Board you are particularly interested in?

Other Comments: