

NOMINATION PACKAGE



Mission Statement

We are a charitable organization that serves to remove financial barriers to create equitable opportunities that empower Durham District School Board students to achieve academic and personal success.

Nomination Submission Checklist

- Candidates Consent to Nomination
- Eligibility
- Nomination Form (signed by candidate and one board member)
- Agreement Regarding Duties of Directors of the Board
- Candidate's Biographical Summary Form
- Candidate's Statement Form

How do I submit?

To submit a nomination, please send completed documents to the attention of the Foundation Administrative Assistant, Shelly Pace-Fagan, using one of the options below:

- **Email:** Ignite.Foundation@ddsb.ca
- **Mail or courier:** 400 Taunton Road East, Whitby, ON L1R 2K6

When is the deadline?

Documents must be received by the Foundation no later than 4:00 p.m. on August 16, 2024

Need More Information?

Please contact the Foundation office by:

- **Phone:** 905-666-6000
- **Email:** Ignite.Foundation@ddsb.ca

Candidate's Consent to Nominate

By completing this box and typing/signing my name below, I confirm that:

- I will accept the nomination for election to the Board of Ignite Durham Learning Foundation.
- I certify that the information contained in the nomination package is complete and accurate.
- I understand the Ignite Durham Learning Foundation will be relying upon this validation as evidence of my eligibility for election to the Foundation board.

Important Note: If this nomination package is incomplete or late, you will be declared ineligible to run by the President/Chair and Secretary of the Foundation.

Candidate's Information

First Name: Last Name:

Address: Postal Code:

City/Town: Country:

Email Address: Phone Number:

Date: Candidate's Signature:



Eligibility

You must meet all of the requirements as set out in our By-Laws (#1, 4.2) below to stand for election to the Board.

4.2 Qualifications

Each director shall:

- 4.3.1. be at the date of, or become within ten (10) days after, the election of the person as, and thereafter remain throughout the term of office, a member of the Foundation who is qualified by the terms of section 8.6 to hold office;
- 4.3.2. be at least eighteen (18) years of age;
- 4.3.3. not be an undischarged, bankrupt nor a mentally incompetent person;
- 4.3.4. be a resident Canadian within the meaning of the Income Tax Act (Canada), as same may be amended from time to time;
- 4.3.5. be generally supportive of publicly-funded education and committed to ensuring the well-being of children and students enrolled within the DDSB;
- 4.3.6. not have been dismissed as an employee of DDSB or be involved in pending litigation with DDSB or otherwise threatened or taken legal action against DDSB; and
- 4.3.7. not have been previously removed as a director of the Foundation under the provisions of this by-law.

If a person ceases to be a member of the Foundation who is qualified by the terms of section 8.5 to hold office, or become bankrupt or a mentally incompetent person, the person thereupon ceases to be a director, and the vacancy so created may be filled in the manner prescribed by section 4.3.

I confirm that as of the date of my nomination:

- At least 18 years of age;
- Not be an undischarged bankrupt nor a mentally incompetent person;
- Be a resident Canadian within the meaning of the Canadian Income Tax Act;
- Be generally supportive of publicly-funded education and committed to ensuring the well-being of children and students enrolled in the Durham District School Board (DDSB);
- Not have been dismissed as an employee of the Durham District School Board (DDSB) or the Foundation or be involved in pending litigation with Durham District School Board or the Foundation or otherwise threatened or taken legal action; and
- Not have been previously removed as a director of the Foundation under the provisions of By-Law #1.

Nomination Form

*Forms to be completed after recruitment process and prior to Annual Meeting. The Nomination Form must be signed by the Candidate and one member of the Foundation Board of Directors that is eligible to nominate the candidate.

The undersigned member of the Ignite Durham Learning Foundation Board of Directors, who is eligible to vote, nominate:

_____ as a candidate for election to the Board of the Foundation.

Nominator: _____

First Name: _____ Last Name: _____

Email Address _____

Agreement Regarding Duties of Directors of the Board

TO: IGNITE DURHAM LEARNING FOUNDATION ("BOARD")

I, _____, do hereby agree that, if I am declared elected as a director of the Board of the Ignite Durham Learning Foundation, I will:

- A. Faithfully and impartially, to the best of my knowledge and skill, perform the duties of a director of the Board and any committees of the Board on which I may sit;
- B. Ensure that the guiding principle in the performance of my duties is to adhere to the Board Values and Code of Conduct;
- C. Perform the duties of my position without favour or ill will to any person or entity; and
- D. Ensure that other memberships, directorships, voluntary or paid positions or affiliations that I may hold will not interfere or conflict with the performance of the duties as a Board member.

Dated the _____ day of _____, 20_____.

Candidate's Signature: _____

Candidate's Name: _____ Date: _____

Candidate's Biographical Summary

All candidate's biographical summaries and statements will be shared with all Board members of the Ignite Durham Learning Foundation.

- Do not use abbreviations; always spell out the names of organizations in full.
- Ensure that you have signed and dated in all areas.

Candidate's Information:

First Name: Last Name:

Place of Employment:

Present Position:

Area of Work:

(e.g Education, Philanthropy, Sales, Manufacturing)

Employer Name and Business Address:

Education:

Participation in Other Non-Profit/Charitable Organizations:

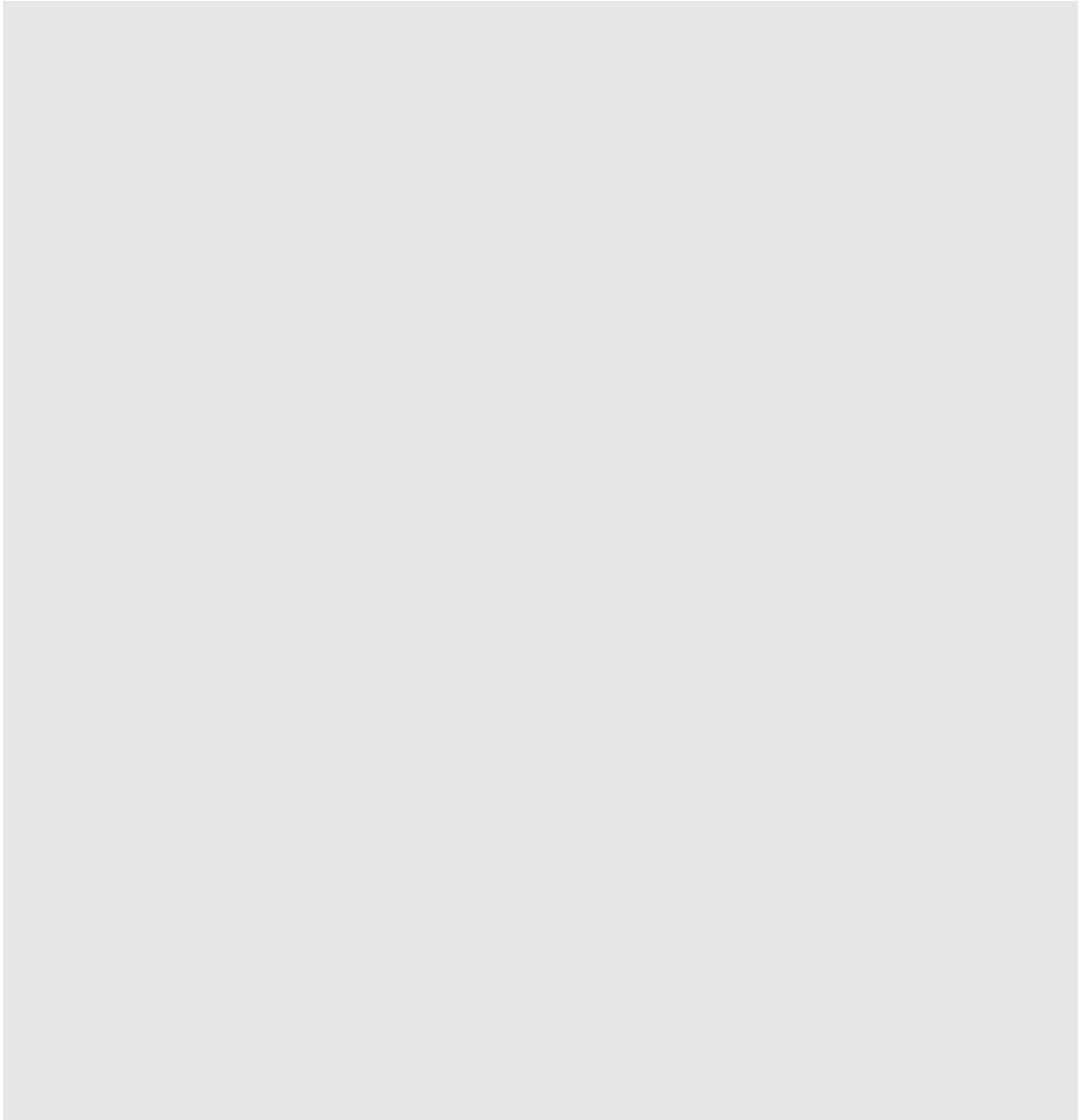
Other Community Involvement:

Candidate's Statement Form

General Instructions: The statement should include your reasons for running for the Board, such as what makes you qualified to be a Board member and any other information that may assist the Board of Directors in making an informed choice when electing individuals to the Board.

Candidate's Statement

Please keep your statement to 250 words or less.



Board Member Job Description

Accountability

The Board of Directors is collectively accountable to DDSB children and youth, donors, community, funders and other stakeholders. They are accountable for the Foundation's performance in relation to the Mission, Vision, Values and strategic objectives, and for the effective stewardship of financial and human resources.

Authority

Individual board members have no authority to approve actions by the Foundation, to direct staff, or to speak on behalf of the Foundation unless given such authority by the Board of Directors.

Time Commitment

Five to ten hours per month (attending board meetings, preparing for board meetings, participating in committees, attending special events and raising funds).

Term of Office

Three years, appointed annually at the Annual General Meeting. Term may be renewed once for a total of six years. Ex-Officio members remain in office for the duration of their time in the following roles:

1. Director of Education, Durham District School Board
2. Elected Trustee, Durham District School Board
3. Superintendent of Education, Poverty Strategy and Foundation, Durham District School Board

Responsibility

Board members are responsible for acting in the best long-term interests of the Foundation, children, youth, families and the community and will bring to their deliberations a broad knowledge, an inclusive perspective, a strategic view and openness to learning.

Principle Duties

Every member of the Board of Directors, including the Board Chair, is expected to do the following:

Prepare for and participate in board meetings;

- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise;
- Support governance decisions once made;
- Participate in the development and review of the Foundation's mission, vision and values;
- Participate in the development of a strategic plan to help guide future decisions;

- Monitor the Foundation in relation to the mission, vision, values, strategic objectives and reputation;
- Abide by the by-laws, code of conduct, conflict of interest and other policies that apply to the board;
- Participate in the approval of the annual budget and monitor the financial performance of the Foundation in relation to it;
- Help establish, review, and monitor operational policies;
- Participate in the hiring of, and if required, the releasing of the Chief Executive Officer;
- Identify the prospective board members and possibly help recruit and mentor them;
- Participate in the evaluation of the Board (annual board self-evaluation);
- Participate in the evaluation of self as a board member (skills matrix);
- Contribute to the work of Board as a member of a board committee;
- Attend and participate in the Annual General Meeting;
- Be an ambassador for the Foundation in the wider community;
- Keep informed about community issues relevant to the mission and objectives of the Foundation.

Qualifications

The following are considered key job qualifications:

- Knowledge of the community;
- Knowledge or experience working with marginalized populations;
- Commitment to the Foundation's mission and strategic directions;
- A commitment of time;
- Openness to learning.

Evaluation

The performance of individual board members is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.

Removal of a Board Member

A board member may be removed from the board, by majority vote, for not performing his/her duties, for trying to exercise authority where they have none or for not following the code of conduct or other policies that apply to the board. Being absent from three consecutive board meetings without reasonable cause will result in the automatic removal from the board unless otherwise determined by a decision of the board.