



## 2024 - 2027 Board of Directors Nomination Form

### Background

The OPMA Board of Directors are volunteers from diverse professional backgrounds who are elected for three-year terms to manage the affairs of the Board in accordance with the by-laws.

Directors are:

- accountable for the Association’s performance in relation to its mission and strategic objectives, and for the effective stewardship of finances and human resources;
- required to attend board meetings four times per year and board committee meetings as required for an approximate time commitment of 4 hours per quarter. Officer roles may require a greater time commitment; and
- expected to abide by the OPMA Board of Directors Code of Conduct and OPMA by-laws.

### Board Competencies

The OPMA Board is a skills-based Board elected by the OPMA membership.

Board members are not expected to have high level of skills and experience in all Board competencies. Each Director brings a different level of skill in each competency so the Board as a whole has skills and experience across all 12 competencies.

Membership of the OPMA Board is an opportunity to develop skills in these competencies through experience on Board Committees and Board training.

The OPMA Board competencies:

Governance	Strategy Development	Executive Leadership
Finance	Risk Management	Technology
Government Relations	Industry Influence	Marketing
Corporate Legal	Human Resources	Strategic Management

In 2024, we have three positions open. **In particular, the Board is seeking nominations from individuals with skills and experience in (in order of importance): finance, governance, and government relations.** The Governance Committee is actively working to improve Board diversity and encourage people from across the OPMA membership to apply.

The OPMA provides an equal opportunity to all persons without discrimination based on race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.





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MARKETING ASSOCIATION

## 2024 - 2027 Board of Directors Nomination

To be eligible, nominees must be an employee of an active 2024 OPMA member company and be 20 or more years of age.

Please return the complete, signed form to the OPMA via Deidre Klemann at [dee@theopma.ca](mailto:dee@theopma.ca) on or **before 5pm May 6, 2024**.

### Nomination

I, \_\_\_\_\_ of \_\_\_\_\_

As a member of the Ontario Produce Marketing Association in good standing, do hereby nominate

\_\_\_\_\_ of \_\_\_\_\_

as a Director to the Board of the Ontario Produce Marketing Association for a three-year term ending in June of 2027. Elections will be held prior to the Annual General Meeting and the results will be announced at the AGM on June 11, 2024.

\_\_\_\_\_  
Signature of nominator

\_\_\_\_\_  
Signature of nominee

Date

Date

The candidate (nominee) should be asked to complete the detailed form which can be found on the following pages.

A short biography of the nominee should also accompany this form, including a description of skills and experience in the OPMA Board competencies as well as other relevant information. For a list of example skills for each competency, please contact, Emilia De Sousa at [emilia@theopma.ca](mailto:emilia@theopma.ca).

**Please note that incomplete forms will not be considered.**

## Detailed Nomination Form – To Be Completed By The Candidate (Nominee)

### Contact Information

Name

Current Position – Title

Email

Phone

Company Name

Company Address

Preferred Language

Business Area –

### Director Eligibility

Please answer yes or no to the following questions:\*

I am over the age of twenty (20)

I have been declared by a court in Canada or elsewhere to be incapable

I have the status of a bankrupt

I have been found guilty of a criminal offence in Canada or an offence outside of Canada that, if committed in Canada, would constitute a criminal offence under Canadian law, relating to financial dishonesty (including tax evasion, theft or fraud), or any other criminal offence that is relevant to the operation of the





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organization, for which he or she has not been granted a pardon or had a record suspension ordered (and the pardon or record suspension has not been revoked or ceased to have effect).

I have been found guilty of an offence in Canada within the past five years, or an offence committed outside Canada within the past five years that, if committed in Canada, would constitute an offence under Canadian law, relating to financial dishonesty (including offences under charitable fundraising legislation, convictions for misrepresentation under consumer protection legislation or convictions under securities legislation) or any other offence that is relevant to the operation of the organization.

## Volunteer Experience

OPMA Volunteer Experience (200 words or less)

Other Volunteer Experience (200 words or less)\*

Years in the Produce Industry\*

Other Relevant Information – Bullets & only 50 words or less



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theopma.ca



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### Directors Skills Matrix

Please rate each of the following competencies as they relate to your personal skill set on a scale of 1 to 5 (1 being no experience and 5 being an expert)

Competency - Finance	Description with example ratings	Rating
<p>Knowledge and experience (preferably with a designation) of business accounting practices including current requirements and best practice of Ontario not-for-profit organizations.</p> <p>Comprehensive knowledge of internal financial controls, financial operational planning and management in a not-for-profit organization which includes expertise in auditing, evaluating, analyzing financial statements and investment oversight.</p>	<p>1. I have some experience managing an annual budget for a business unit in my company</p> <p>3. I have experience developing, implementing and assessing financial accounts of a department or business</p> <p>5. I have at least 2 years experience overseeing the financial management of an Ontario non-profit organization and good understanding of the best practices and reporting requirements.</p>	

Competency - Governance	Description with example ratings	Rating
<p>Knowledge of best practices used to define the rules, practices, and processes by which a not-for-profit is directed and controlled.</p> <p>Experience serving on a not-for-profit board or governance committee or senior level experience working with other boards.</p> <p>Understanding of the board member's role and fiduciary duties, good governance principles, and the stewardship responsibilities of the board.</p>	<p>1. Very limited knowledge of how a board operates and the requirements of a board</p> <p>3. Good knowledge of and some experience in how a board operates, corporate or non-profit, including risk management, bylaw and policy development as well as succession planning</p> <p>5. Strong knowledge and more than 2 years experience implementing best practices used to define the rules, practices, and processes by which a not-for-profit is directed and controlled</p>	

Competency – Government Relations	Description with example ratings	Rating
<p>Contacts and knowledge of best practice in government advocacy</p> <p>A deep understanding of how government works, and how to affect change within all levels of government.</p>	<p>1. No experience</p> <p>3. Some experience in government engagement and good contacts in government relations or the Provincial government</p> <p>5. Experienced in government engagement and good contacts in government relations or the Provincial government</p>	



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Competency – Corporate Legal	Description with example ratings	Rating
<p>Individual having the expertise in the law, particularly, as it relates to not-for-profit institutions and the Ontario Not-for-profit Corporations Act (ONCA).</p> <p>Knowledge of current Federal and Provincial legal requirements and best practice related to employment law and corporations law as well as Ontario Corporations reporting requirements.</p>	<p>1. Limited knowledge</p> <p>3. Good understating of current employment law, corporations law <u>or</u> Ontario Corporations reporting requirements</p> <p>5. Excellent understating of current employment law, corporations law as well as Ontario Corporations reporting requirements</p>	

Competency - Strategy Development	Description with example ratings	Rating
<p>Development and evaluation of long-term business strategies.</p> <p>Ability to envision and articulate a vision, identify strategic priorities, and oversee organizational performance.</p>	<p>1. No experience with strategic plan development</p> <p>3. Have been involved in developing a strategic plan and monitoring the progress</p> <p>5. More than 10 years experience developing strategic plans, monitoring progress and evaluating plans.</p>	

Competency - Risk Management	Description with example ratings	Rating
<p>Identification of factors that may prevent an organization achieving its goals and putting in place measures to reduce or manage these risks ahead of time</p>	<p>1. Identify risks in my own role and putting in place measures to reduce the risk</p> <p>3. Have been involved in identifying the risks to a business unit and developing measures to reduce the risk</p> <p>5. More than 5 years experience assessing department-wide or company-wide risks, putting in place measures to reduce the risk and evaluating mitigation</p>	

Competency – Industry Influence	Description with example ratings	Rating
<p>Contacts within the industry for prospective members, sponsors and partners for the OPMA</p>	<p>1. Contacts in one or two sectors of the industry with limited ability to influence</p> <p>3. Strong relationships within one or two sectors of the industry and some ability to encourage involvement in OPMA</p> <p>5. Large number of contacts across a broad range of the produce industry and in in a position to encourage involvement in OPMA</p>	



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Competency – Human Resources	Description with example ratings	Rating
<p>Experience with human resources policies and compensation practices at the breadth and level of complexity for the analysis that can reasonably be expected to be undertaken by the OPMA.</p> <p>Human resources: Recruitment, performance management, professional development and organizational culture management best practices.</p>	<p>1. Some experience supervising or managing staff</p> <p>3. More than 2 years experience managing staff</p> <p>5. More than 5 years experience managing staff and good knowledge of organizational culture management</p>	

Competency – Executive Leadership	Description with example ratings	Rating
<p>Experience in guidance of employees in an organization including setting annual organizational goals and budgets, strategic planning and overall decision making</p>	<p>1. No experience in business leadership. Limited decision-making responsibility</p> <p>3. Have 2 -3 years experience setting goals and budgets for a department or business with responsibility for decision making</p> <p>5. More than 10 years experience leading a department or company</p>	

Competency - Technology	Description with example ratings	Rating
<p>An understanding of current business IT practices for small businesses to ensure security of data and efficiency of service provision</p>	<p>1. No experience managing IT for a business</p> <p>3. Good knowledge of current practices for ensuring secure and efficient use of IT systems</p> <p>5. More than 5 years experience with responsibility for IT in a business</p>	

Competency - Marketing	Description with example ratings	Rating
<p>Up-to-date corporate and consumer marketing knowledge.</p> <p>Expertise in the areas of marketing, advertising and/or public relations.</p>	<p>1. I have limited experience with corporate or consumer marketing</p> <p>3. At least 2 – 3 years experience in B2B or B2C marketing and good knowledge of current marketing principles</p> <p>5. More than 10 years experience with responsibility for B2B or B2C marketing and excellent knowledge of current marketing principles</p>	



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<b>Competency – Strategic Management</b>	<b>Description with example ratings</b>	<b>Rating</b>
Management of an organization's resources in order to achieve its goals and objectives.	<ol style="list-style-type: none"><li>1. Some experience setting annual goals and tracking progress to meet long-term targets</li><li>3. Have been involved in department or company operational planning to ensure staff, equipment and resource needs are adequate to meet long-term targets</li><li>5. More than 10 years experience with full responsibility for ensuring the organization has adequate staff, resources and facilities to achieve long-term business goals</li></ol>	

A short biography of the nominee should also accompany this form, including a description of skills and experience in the OPMA Board competencies as well as other relevant information.



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