



2023 Nominations Package

IAP2 Canada Board of Directors

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Overview

Thank you for your interest in the IAP2 Canada Board of Directors! This information package is intended for individuals who are considering submitting their nomination for the IAP2 Canada Board of Directors. Members can nominate someone, or you can self-nominate.

[Nominations Application 2023](#)

This package is provided to you as a brief overview of Board roles and responsibilities. We would also ask that you review additional information about IAP2 Canada including:

- [Current IAP2 Canada Board](#)
- [IAP2 Canada 2021 Annual Report](#)
- [IAP2 Canada 2021-2024 Strategic Plan](#)
- IAP2 Canada 2023 Working Budget – available upon request
- [IAP2 Canada Bylaws](#)
- [IAP2 Canada Code of Conduct](#)

Questions regarding this document or the nominations and elections process should be directed to IAP2 Canada staff at info@iap2canada.ca

Timelines

April 20, 2023	Nominations open - call for candidates
May 3, 2023	Nominations close
May 3 - May 15, 2023	Committee reviews submissions and conducts conversational interviews with candidates
May 17, 2023	Online elections commence
June 2, 2023	Online elections close
June 14	Annual General Meeting - new board members are announced
July - August 2023	Orientation for new board members
September 2023	September board meeting

General Information for Board Members

IAP2 Canada is the Canadian affiliate of the International Association for Public Participation (IAP2). For over 20 years, IAP2 has been a leader in the development of effective practices, guidelines, standards, training and research on public participation (also referred to as engagement and consultation).

As of January 2011, IAP2 became a federation of national affiliates and IAP2 Canada was incorporated as a Canadian non-profit. IAP2 Canada has over 1000 members who are practitioners, representatives of government, industry and non-profit organizations, all of whom support the objectives of IAP2.

As set out in its Affiliate Application to IAP2, ***IAP2 Canada will be the national organization that helps to deliver the positive potential of public participation in Canada.*** An integral part of that mission is actively promoting sound, effective public participation practices that adhere to the IAP2 Core Values for Public Participation (Schedule A - Pillars of P2)) by implementing the objectives set out in the IAP2 Canada Letters Patent (Schedule B).

Length of Term of Directors

The term for directors is 3 years; the goal is that a third of the Board will be elected each year to ensure that board recruitment is staggered ensuring continuity at the governance level. A director may serve a maximum of 6 years.

Governance Board

[IAP2 Canada Board Member Volunteer Description](#)

The IAP2 Canada Board is a governance board however does, on occasion, need to “roll up its sleeves” to support the organization.

The Board determines the IAP2 Canada strategy and assists in leading and supporting Board initiatives that are implemented by a [part-time operational team](#).

The Board of Directors of IAP2 Canada is the legal and fiduciary guardian of the organization. It is responsible for setting strategy, providing leadership, stewardship and oversight of the organization. The board is accountable to its members for:

1. Meeting the objectives of the corporation as set out in its Letters Patent by developing and implementing an effective strategic plan of activities.
2. Ensuring prudent decision-making and appropriate governance is applied in the management of the financial affairs and assets of the corporation.
3. Where appropriate, applying the Core Values of the International Association for Public Participation to decision-making that impacts the interests of IAP2 Canada members.
4. Managing the affairs of IAP2 Canada in a transparent and ethical manner.

Persons serving as a member of the Board of Directors will be part of the leadership of an important national organization in Canada. As such, they are expected to exercise

the duties that are associated with such a role, namely the Duty of Care, Duty of Loyalty and Duty to Members.¹

Board members shall participate in regularly scheduled Board meetings. Board members may or may not have specific and/or extensive expertise on each and every issue that comes before it; however, Board members are expected to be prepared for meetings by reviewing agendas and informing themselves about the issues to be discussed to the best of their ability.

Additionally, Board members are expected to actively participate, by sharing their views and by listening and considering those of other Board members, in order to promote a healthy discussion and wise decision-making. While IAP2 Canada is registered as a Canadian non-profit corporation, a volunteer board with part-time staff presently runs it. As a result, Board members provide strategic management and governance oversight, and provide the effort necessary to operationalize both strategy and governance.

Board members will be expected to:

- Promote the objectives of IAP2 Canada.
- Promote membership in IAP2 Canada.
- Participate in all IAP2 Canada Board meetings, either in person or by conference call and contribute to discussion and ratification of all business and other agenda items of IAP2 Canada.
- Support and contribute through IAP2 Canada directives, all the Powers and Duties of the IAP2 Canada Board as outlined in the Bylaws.
- Provide leadership and coordination of special projects of IAP2 Canada, as required.
- Make reasonable efforts to participate, where appropriate, in IAP2 Canada sponsored events and activities, such as the Annual General Meeting, an IAP2 North American Conference, IAP2 Canada training events, and other events that may arise in the course of the elected term.
- Attend and represent IAP2 Canada at various events or conferences as requested.
- Provide input into and support all communication efforts of IAP2 Canada as required.
- Provide input into developing policies and procedures for IAP2 Canada as required.
- Chair and/or participate on one or more standing and/or ad hoc committee(s).

Officers

The Officers of IAP2 Canada are elected by the Board and form the Executive Committee.

¹ See Industry Canada's Primer for Directors of Not-for-Profit Corporations, 2002.

They are made up of the President, Vice-President, Secretary, Treasurer, a Past President and any other such Officer appointed by the IAP2 Canada Board in accordance with the Bylaws.

The Officers are elected annually by the IAP2 Canada Board of Directors at their first official meeting to assist in governing and managing the affairs of IAP2 Canada and hold office until re-elected or until a successor is elected or appointed.

All Officers are accountable to the IAP2 Canada Board of Directors and the IAP2 Canada membership.

All Officers role descriptions will be reviewed on a regular basis for relevance, effectiveness and necessary changes, and at not less than five (5) year intervals.

Assigned Duties for Directors

Directors may be assigned specific responsibilities relative to the operations of IAP2 Canada. These are in addition to the General Duties noted above. This may include the role of leading the development of the Strategic Plan or chairing one of the committees/Task Forces that may be established as required by the current activities of IAP2 Canada and implementation of the strategic plan.

Time Commitment

As a director, you will be expected to prepare for and attend monthly Board meetings (approximately 2-3 hours, including preparation). If you become an Executive Committee member you will attend an additional monthly meeting (approximately 1-2 hours). Each director will also be asked to be a liaison, member or chair of at least one of the IAP2 Canada committees/task forces/communities of practice. These tasks will vary and the amount of effort often fluctuates depending on the individual and the activity but you should consider an average of 6-10 hours per month of meetings and preparation for IAP2 Canada.

In addition, IAP2 Canada holds, at minimum, an annual face-to-face meeting which lasts a full day.

Remuneration and Expenses

IAP2 Canada does not remunerate its board directors. It does cover reasonable costs for board directors to attend face-to-face board meetings including travel costs, accommodations, and meals not provided (as per the board travel policy).

Reasonable expenses related to IAP2 Canada may be considered on a case-by-case basis, subject to sufficient funding, but potential nominees must understand that IAP2 Canada may not reimburse all or part of such costs.

Election Process

An election is held when there are more candidates than vacant positions on the board. If the number of nominations received is equal to or less than the number of vacant positions those candidates that meet the basic requirements are acclaimed.

Nomination Process

Candidates will complete the nomination form which will be reviewed by the nominations committee. Candidates that meet the basic requirements will be asked to participate in a conversational interview to gain further insight into IAP2 Canada, as well as provide more details on their skills and experience. The interview will be conducted by two Nominations Committee members and the IAP2 Canada Executive Director.

After reviewing the applications and conducting the interviews, the Nomination Committee will create a matrix graph with input from each candidate that highlights the candidate's skills and experience based on 12 criteria (Schedule A - 2023 Priority Skills and Experience Matrix). The criteria is identified with high, medium and low areas to best complement and strengthen the existing Board, and are most consistent with IAP2 Canada's values and the skills to deliver the Strategic Plan. Should there be an election, this matrix will be used to inform the voting members and will be posted on the webpage along with the candidate's profile page. Candidates will have some of these skills and experience to contribute to the larger Board's experience.

Please note:

- The criteria may change from year to year based on departing board members' experience and the needs of a strategic plan governing IAP2 Canada.
- The ballot will include all candidates who meet the basic requirements: an IAP2 Canada member and having Foundations training.
- IAP2 Canada members in good standing may nominate an individual. Individuals may also self-nominate.
- The applicant will include the nominator's name and contact information on their Nominations Form.

Schedule A - Supporting Information

- [About IAP2 Canada](#)
- [Pillars of Public Participation](#) (*includes Core Values, Code of Ethics and Public Participation Spectrum*)
- [2023 Priority Skills & Experience Matrix](#)
- [Nominations Application 2023](#)

Schedule B - IAP2 Canada Letters Patent

EXCERPT FROM IAP2 CANADA LETTERS PATENT

Filed and Approved by Industry Canada February 8, 2011

Objects of IAP2 Canada

The objects of the Corporation are:

- a) to encourage the growth and development of the public participation field, the development of techniques for use in the public participation field, and the public understanding of and participation in the public participation field;
- b) improve the quality and professionalism of persons in the field of public participation;
- c) hold meetings, conferences, seminars and other sessions, including “virtual” sessions at which information concerning the practice of public participation can be disseminated;
- d) promote, enhance and encourage the exchange of information among practitioners and users of public participation and the general public;
- e) publish, edit or otherwise disseminate to practitioners and the general public articles, journals, books, monographs, audiovisual materials, newsletters, and other materials concerning the practice of public participation;
- f) advocate for the recognition of public participation as an area of practice that can positively inform public policy and decision-making;
- g) explore and encourage partnerships with associations having similar or related objects in order to further the preceding objectives of the Corporation; and
- h) in furtherance of the above objects to support, promote and advance such activities of the Corporation, as are incidental and ancillary to the above objects.