



## CALL FOR INTEREST - 2020 FSAC Additional Directors

**Are you interested in the development and growth of FSAC? Are you willing and able to take a leadership role in charting the direction of your Association? If “yes,” we would like to hear from you!**

In addition to candidates for representatives from provinces and territories, **the FSAC By-laws** permit up to three additional Directors **nominated by the Board of Directors prior to the annual general meeting** and elected at the annual meeting by the Active Voting Members who are in attendance at the annual meeting. Considerations of Additional Directors are based upon the skills needed to complement or complete the Board as needed.

**Additional Director** candidates come from FSAC’s Governance Committee’s Call for Interest to all members. The Call for Interest welcomes applications from all members while noting that preference may be given to members who meet particular criteria to ensure a board with a balance of skills, experience, and also reflects the diversity of the profession. The Governance Committee and the Board review any gaps on the Board annually. The Governance Committee reviews all the applications, may conduct interviews with applicants, and puts forward recommendations for the Board’s consideration. If only one such candidate is identified, then only one candidate will be put forward for the Board to consider for nomination.

We look forward to receiving your expression of interest to be a candidate for the Board’s nomination with a view to having a diverse, talented, and dedicated pool of candidates from the entire bereavement profession. We encourage candidates who have skills/experience in the following areas to apply:

- Board Governance
- Government Relations
- Marketing & Communications
- Professional Development
- Public Awareness

To serve on the FSAC Board of Directors, you will be required to consent to provide a Police Criminal Records Check, which will accompany your form. The position on the FSAC board is a three (3) year term, which will commence at the adjournment of the 2020 Annual General Meeting being held virtually on **October 29, 2020**.

(Please see the following pages for more information relating to serving on the FSAC Board of Directors, and the forms you will need to complete.)

## SERVING ON THE FSAC BOARD OF DIRECTORS

Being an FSAC Director is an interesting and tremendous opportunity to advance the principles of FSAC and the bereavement profession, build your professional network, and connect with like-minded people. Directors can expect to put in a minimum of twelve (12) hours of volunteer work per month with some additional hours for committee work. Many of the board meetings and other committee meetings are conducted by teleconference and there are at least three (3) in person meetings throughout the year, which travel may be required. Directors are expected to attend and actively participate in meetings of the Board and of any committee(s) they serve on. A Director may also be called upon to undertake a number of functions and to attend events in their area to represent FSAC.

### GENERAL ROLE OF A BOARD OF DIRECTORS

The Board is the governing body of the Association tasked to supervise, control, and direct the affairs and business of the Association. The Board deliberates and acts only by consensus during a properly called and noticed meetings with a quorum present. The FSAC Board consists of up to sixteen (16) Directors.

### RESPONSIBILITIES

Additional Directors are responsible to represent FSAC as an association. Additional Directors' responsibilities shall be flexible and shall address specific needs identified by the Board of Directors. The role requires the Director to be accountable for the following duties.

- 1. Meeting Participation and Preparation** – A Director is expected to actively participate and to have prepared for all meetings of the Board of Directors including conference calls and in person meetings. The expectation is the Director prepares for each Board conference call or meeting by reviewing all material provided with the meeting agenda.
- 2. Committee Participation and Preparation** – A Director is also expected to actively participate and chair one or more FSAC committees, as amended from time-to-time. The expectation is the Director prepares for each committee conference call or meeting by reviewing all material provided with the meeting agenda.
- 3. Be Informed** – A Director must be informed about the affairs of FSAC and must be able to properly perform their fiduciary duty to act in the best interest of the Association and its members. A Director is also expected to listen to, empathize with, and share the needs of the membership.
- 4. Conflict of Interest** – A Director shall not participate in any Association decision when the Director has a personal material or financial interest in the transaction in question without first informing the Board of the interest and following proper procedures as outlined and legislated in the Canada Not-For-Profit Corporations Act (CNCA).

### DESIRED QUALIFICATIONS

- Have demonstrated leadership in a previous position;
- Have the ability to formulate and implement strategic plans;
- Have the ability to make verbal presentations;
- Have previous experience as a not for profit board director or committee member;
- Have strong stakeholder relations.



Funeral Service Association of Canada / Association des services funéraires du Canada

**DEADLINE: September 21, 2020, 4 pm (EST)**

## **FSAC ADDITIONAL DIRECTOR POSITION**

**Name:** \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Supported by:** \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Supported by:** \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Once completed, please return this form along with:

1. A letter outlining your reasons for wanting to serve as an Additional Director and the experience and skillset you bring to the position.
2. A current resume.
3. Criminal Police Record Check (as received from your area police department).

to the FSAC office by email at [info@fsac.ca](mailto:info@fsac.ca), no later than **September 21, 2020, 4 pm (EST)**

The name(s) of the successful board nominee(s) will be included in the Slate of Nominees presented to the membership for election at the 2020 virtual Annual General Meeting being held on **October 29, 2020**.

### **QUALIFICATIONS TO SERVE AS A DIRECTOR**

Those interested in serving as a Director on the Board of Directors must be a member of FSAC, currently in good standing, and in accordance with the Canadian Not-for-profit Corporations Act (CNCA) and the association by-laws;

- a. Be at least (18) eighteen years of age;
- b. Be an individual;
- c. Not have been found by a court in Canada or elsewhere to be mentally incapable;
- d. Not have the status of a bankrupt;
- e. Be an Active Voting Member or an Official Representative of an Active Voting Member of FSAC, if a partnership, corporation, or business location;
- f. Not be currently sitting as a Director on a Provincial Board of Directors, and;
- g. Be willing to consent to a Police Criminal Record Check.

In signing this document, I acknowledge and confirm that I meet the qualifications listed above.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date



## **POLICE CRIMINAL RECORDS CHECK**

Re: Criminal Record Check for (Name of Volunteer):

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Please print full legal name above

To Whom It May Concern,

This individual will be working as a volunteer Director for the Funeral Service Association of Canada, a not-for-profit association representing the bereavement sector in Canada. In order to fulfill the requirements of serving on the board, directors and staff are required to provide a Police Criminal Records Check.

Thank you for your assistance.

Brett Watson,  
President  
Funeral Service Association of Canada