



## **CALL FOR INTEREST - 2020**

### **FSAC Provincial / Territorial Director Position**

**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!**

The Funeral Service Association of Canada (FSAC) is seeking representatives for the Board of Directors from the following provinces and territories:

- British Columbia
- New Brunswick
- Newfoundland and Labrador
- Nova Scotia
- Prince Edward Island
- Nunavut/Yukon /Northwest Territories

If you are interested in submitting your name for the FSAC 2020-21 Board of Directors Provincial/Territorial candidates' ballot, we look forward to receiving your candidate form 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**.

Note: If more than one application is received, elections in the province/territory will be held via emailed ballots to be distributed to FSAC members in the province/territory with a closing date of **September 25, 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 a tremendous way 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 meeting, with a quorum present. The FSAC Board consists of up to sixteen (16) Directors.

### RESPONSIBILITIES

The Provincial/Territorial Directors are responsible to represent the FSAC members of their respective province and FSAC as an Association. 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 PROVINCIAL 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 the form above 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. 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 Canada Not-for-Profit Corporations Act (CNCA) and the association by-laws.

- a. Be at least 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, 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