

A guide to
Joining the SCIO
Board of Directors

Board Director Position Description

Candidate information package

Candidate application package



SPINAL CORD INJURY ONTARIO
LÉSIONS MÉDULLAIRES ONTARIO

sciontario.org

We do good work.

There are more than 40,000 people living with an SCI in Ontario and more join our community every day. It's our job, and our honour, to help strengthen their skills, opportunities and resolve to move from injury to independent living within a fully accessible and equitable province, just as our founders envisioned.

Looking to share your energy and expertise to help grow this dynamic charity?

Our Board of Directors is a diverse group of individuals that represent our community in a variety of ways; through the skills and resources they offer to support our mission; their experience as a person with a disability; their professional insights into our services and activities; and their ability to develop strategic alliances and partnerships.

There's room on our Board for people who are strongly aligned with our mission and values, and can play an important role in helping us continue to develop and grow as we strive to meet the needs of our community. Do you have strong communication and critical thinking skills? An interest in supporting our community? Let's talk!

Here are a few of the many benefits of being an SCIO Board member:

- A chance to work with a progressive organization where your expertise can make a profound difference.
- An opportunity to gain valuable experience in board governance.
- Networking with other professionals who share your values.
- Personal and professional growth.

We're a hard-working group with a good sense of humour and a penchant for efficient, effective meetings. Take a look at this package to see if becoming an SCIO Board member might be a good fit for you. We'd love to connect with you when you're ready to explore the possibilities!



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Board Director Position Description

Director Opportunity Position Description

Role of SCIO Board of Directors

Many prospective Board members currently serve, or have served, on organization boards and may come to SCIO with personal experiences and perceptions of how a board operates.

The SCIO Board of Directors functions as a policy board. The roles and responsibilities of the Board include those described below, but does not exclude any role or responsibility consistent with its role as a policy board. The Board carries out its responsibilities in a consultative fashion.

✓ ***Strategic Planning and Mission, Vision and Values***

- The Board participates in the formulation and adoption of the organization's mission, vision and values.
- The Board ensures that the organization develops and adopts a strategic plan that is consistent with its mission and values, and which will enable the organization to realize its vision. The board participates in the development, and ultimately approves the strategic plan.

✓ ***Quality and Performance Measurement and Monitoring***

The Board is responsible for establishing a process and schedule for monitoring and assessing performance in areas of Board responsibility including:

- Fulfillment of the strategic directions in a manner consistent with the mission, vision and values
- Approves an annual Quality Improvement Plan

✓ ***Financial Oversight***

- The Board is responsible for stewardship of financial resources including ensuring availability of and overseeing allocation of financial resources.
- The Board approves financial plans and approves the annual operating and capital budget.
- The Board monitors financial performance against budget.
- The Board approves investment practices and monitors compliance with policies.

✓ ***Risk Identification and Oversight***

- The Board oversees risk management including financial and non-financial issues.

✓ ***Oversight of Management including Selection, Supervision and Succession Planning for the CEO***

The Board recruits and supervises the CEO by:

- Developing and approving the CEO job description
- Undertaking a CEO recruitment process and selecting the CEO
- Reviewing and approving the CEO's annual performance goals

- Reviewing CEO performance and determining CEO compensation, tied to achievement of targets
- Ensuring succession planning is in place for the CEO and senior management

✓ **Stakeholder Communication and Accountability**

- The Board identifies the organization’s stakeholders and understands stakeholder accountability
- The Board performs advocacy on behalf of the organization with stakeholders where required in support of the mission, vision and values and strategic directions of the organization

✓ **Governance**

- The Board is responsible for the quality of its own governance

✓ **Legal Compliance**

- The Board ensures that appropriate processes are in place to ensure compliance with legal requirements.



Remuneration

Members of the Board shall not receive any stated remuneration for their services, but they shall be entitled to be paid for their travelling and other expenses properly incurred by them in connection with the affairs of SCIO, and in attending meetings of SCIO.



Time Commitment and Terms of Appointment:

Board Members are elected for a two-year term and can be re-elected for two additional terms of two years each for a total of six years.

The Board of Directors meets at least five times each fiscal year (April 1 – March 31) and there is one Annual General Meeting with Spinal Cord Injury Ontario membership. Directors are required to attend and participate at least 80 per cent of regular meetings and to be an active member of one Board sub-committee. Committees include: Finance, Advocacy, Quality, Marketing & Fundraising and Governance. Board members are also required to make a financial contribution and actively support fundraising activities and events.

SCIO is an advocate for equity and is committed to ensuring representation in its community. We welcome applications from individuals and others with the experience, skills and knowledge to productively engage with diverse communities across the province. SCIO seeks to maintain its commitment to excellence and recognizes that increasing the diversity of its Board across the province supports this objective.

Given the essence of Spinal Cord Injury Ontario, lived spinal cord injury experience will always be considered an important criterion among the criteria that are part of any given search. SCIO is dedicated to achieving accessibility in volunteer positions for persons with disabilities, while ensuring an inclusive, barrier-free selection process. Reasonable and appropriate accommodation will be provided during the recruitment process upon request and addressed confidentially.

For further information about becoming an SCIO Board member, please refer to our Board of Directors' section on our website: <http://www.sciontario.org/about-sci-ontario>

Please send applications to lynn.francis@sciontario.org



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About SCIO

Our essential goals have been intact since 1945, when our founders returned to Ontario from the Second World War with spinal cord injuries. They came home to find a lack of medical expertise and very little support for rehabilitation and independent living, and decided to do something about that. They transformed their personal needs and wants into a movement that changed the landscape for people with spinal cord injuries and other disabilities forever.

That spirit of moving boldly forward, of living the life you choose in spite of overwhelming challenges, characterizes our charity today, thanks to our active, caring community.

OUR VISION

People with spinal cord injury living the life they choose in a fully inclusive Ontario.

OUR MISSION

We deliver and champion excellence in service, support and advocacy for and with people with spinal cord injury.

Peer to peer. Strength to strength.

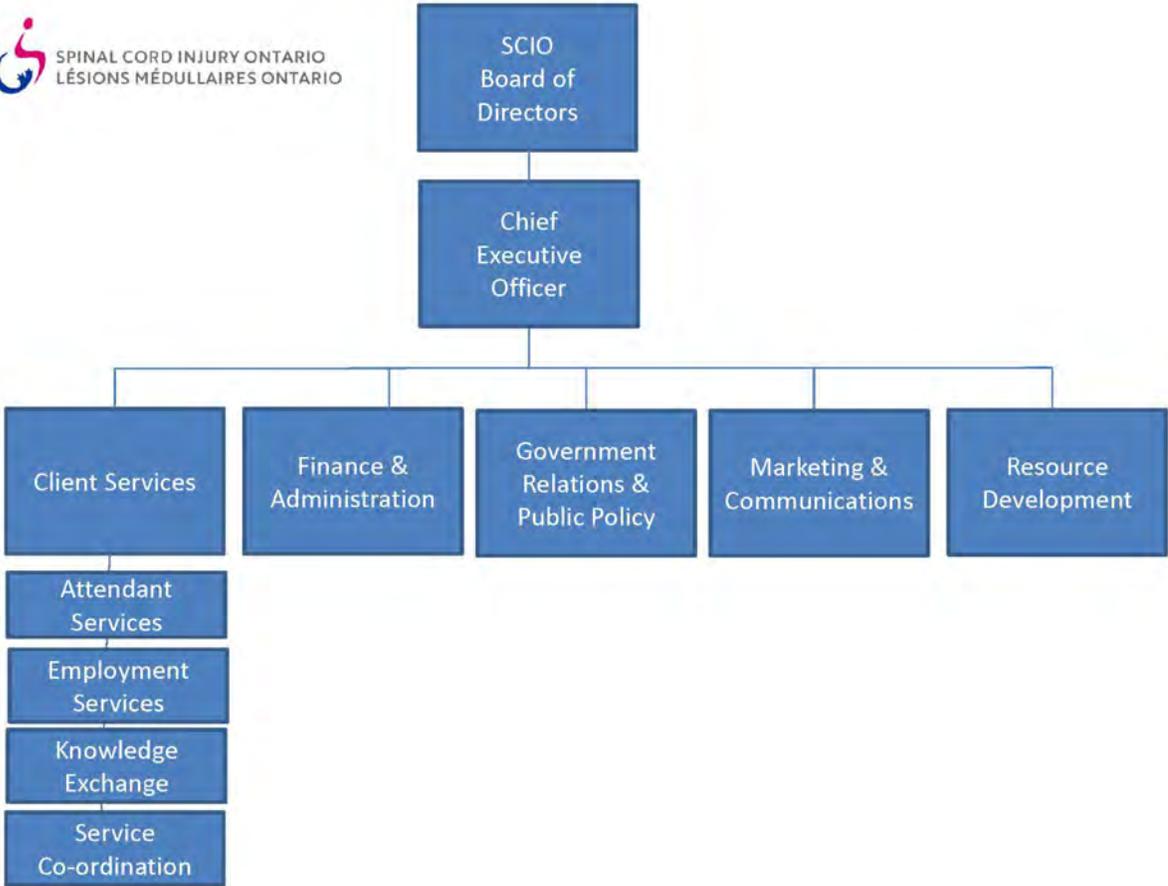
These few words of our tagline capture the core of SCIO, as our Peer Support Program brings peers together to share insights and experience from injury to recovery to rehab to achieving personal life goals. The challenging journey of life with a spinal cord injury is a complex and surprising one, with each day bringing new ways to move from strength to strength.

Leading the way

We follow our founders' lead every day as we work to increase the health, mobility and options of those living with spinal cord injury all across this province. It's a profoundly important job that is accomplished through an unwavering commitment to the person behind the injury, and by maintaining active relationships with the people and communities we serve and work alongside.

- As a registered Canadian charity, we inspire organizations and individuals to learn about issues relating to living with a spinal cord injury, and to take philanthropic action to effect change.
- We work with municipal and provincial governments to make changes on systemic levels.
- We work together with health care providers across Ontario to protect the health and well-being of people living with spinal cord injury.
- And we work directly with our clients and their families in large and small communities throughout the long and challenging journey from injury to recovery to rehabilitation to independent living.

Organizational Structure



Governance Structure

As a Canadian charity, Spinal Cord Injury Ontario is governed by a policy-based Board of Directors composed of dedicated volunteers who provide strategic direction within a culture of collegiality and continuous improvement. A number of our Board members have lived experience, bringing even deeper insights into our strategy and services. Their shared sense of purpose, positive outlook and commitment to improvement keeps our Board members active and engaged.

The Board is responsible for the overall governance, financial viability and the affairs of the corporation.

Each director has two fiduciary duties: the duty of care, which requires that directors exercise the degree of care and skill of a “reasonably prudent person”; and the duty of loyalty, where directors must act in the best interest of the organization. The Board is responsible for:

- *Strategic Planning and Mission, Vision and Values*
- *Quality and Performance Measurement and Monitoring*
- *Financial Oversight*
- *Risk Identification and Oversight*
- *Oversight of Management including Selection, Supervision and Succession Planning for the CEO*
- *Stakeholder Communication and Accountability*
- *Governance*
- *Legal Compliance*

Strategic Initiatives



1. EXPAND OUR IMPACT ACROSS ONTARIO

Actively involve people with spinal cord injuries, their families, friends and professional supports in making Ontario a more accessible, equitable, and enjoyable place to live.



2) SHARE KNOWLEDGE

Effective information exchange that improves quality-of-life, disseminates best practices across Ontario, and demonstrates possibilities.



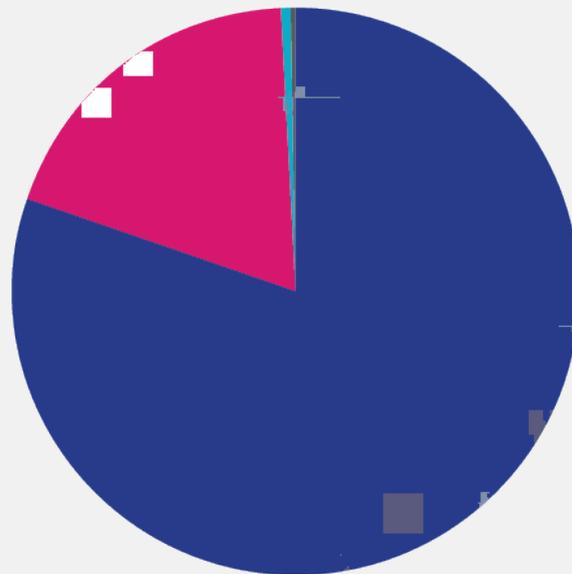
3) AMPLIFY OUR COMMUNITY'S VOICE

Advocate with people with spinal cord injuries for fair and equitable services across Ontario

2018 Annual Report Highlights

- 4,542 Volunteer Hours
- 15 Ontario Service Locations
- 100,622 Attendant Hours for 135 clients
- 186 Peer Connection Events
- 167 Peer Support Partnerships
- 2,500 Philanthropic Donors
- 128 Job Placements

How funds were raised



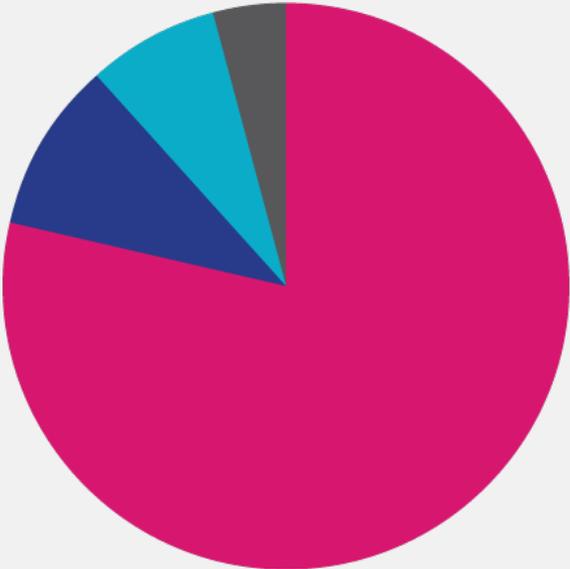
Government Support 80.3%

Donations & Other Public Support 19.1%

Fees for Service 0.4%

Other 0.2%

How funds were spent



Programs and Services 82.7%
Administration 9.6%
Resource Development (Direct & Indirect) 7.4%
Other 0.3%



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Candidate application package

Instructions for completing this package

Welcome! And thank you for considering a position on SCIO's Board of Directors.

Your application must include the following:

- General Information
- Attestation of SCIO's Board Member Attributes
- Self-Assessment of Director Competencies
- How SCIO would benefit from your participation on the Board
- Brief summary of your experience with other voluntary or community organizations.
- Summary skills or competencies (volunteer or professional) that would contribute to the effective leadership and governance of SCIO.
- Brief summary of any previous experience with SCIO

Submit the completed application no later than March 31 to lynn.francis@sciontario.org

General Information

Name:	
Address:	
Email Address:	
Telephone	Please indicate preferred contact number
	<input type="checkbox"/> Business number
	<input type="checkbox"/> Residence number
	<input type="checkbox"/> Cell phone

Attestation of SCIO's Board Member Attributes

SCIO Board Member Attributes	Indicate Yes or No beside each question	Description
Integrity, Ethics & Confidentiality		Do you demonstrate integrity, high ethical standards and respect for privacy and confidentiality?
Business Acumen		Can you recognize and assess business risks and strategic opportunities?
Governance/Board experience		Do you have experience serving on boards, committees or organizations?
Communication Skills		Do you have strong verbal and written communications skills?
Experience in formulating policy		
Experience in thinking strategically		
Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report		
Conflict of Interest		Are you able to take all steps to avoid activities, behaviours or relationships that would constitute a conflict of interest
Respectful Conduct		Are you able work collaboratively and respectfully with fellow Board members?
Availability to fulfill responsibilities on Board and committee		Do you have sufficient time, interest and availability to devote to performing the duties of Director as described in the SCIO Director Job Description?
		Are you willing and interested in serving on at least one Board Committee?

Self-Assessment of Board Competencies

This is a brief survey of the skills, experience and knowledge required by the SCIO Board of Directors. Please select the options which best reflect your current areas of expertise. This inventory, once completed, will serve to determine the Board's needs for possible additions to the Board.

	Area of Personal Expertise	Significant Practical Experience	Some Practical Experience	Little to No Practical Experience
Disability Knowledge/Personal Experience with spinal cord injury (SCI)				
Financial/Investment				
Business Management				
Fundraising				
Government Relations/Public Policy/Advocacy				
Health, Community, Social Service Sectors				
Legal / Regulatory				
Performance Management, Quality, Risk Management				
Marketing & Communications				
Strategic Planning				
Human Resources/Labour Relations				
Human Rights/Equity				
Governance / Board				

Please describe how SCIO would benefit from your participation on our Board.

Résumé of your experience and qualifications

Please attach a current, résumé indicating your employment history, previous board directorships, relevant certifications, key accomplishments, etc.