**Community Futures Grande Prairie & Region Board Terms of Reference**

**Board Makeup**

* Directors shall reside in the Region
* Directors shall be eighteen (18) years of age or older
* The Board shall consist of a maximum of twelve (12) Directors, appointed at the local level and officially sanctioned according to current federal process
* The Community Futures Grande Prairie & Region Board of Directors shall consist of one appointed representative from each of the following six participating municipalities:
  + Town of Beaverlodge,
  + Town of Sexsmith,
  + Town of Wembley,
  + County of Grande Prairie,
  + City of Grande Prairie, and
  + M.D. of Greenview No. 16 (Grovedale area)
* Participants and/or related federal departments or provincials government agencies are welcome to attend meetings in an ex-officio and advisory capacity.
* If a Director shall die, resign, be removed or otherwise cease to act in the capacity, the party by whom he was appointed shall be entitled to appoint another director to act in his place. A Director may be removed at any time by the party for whom he is appointed.

**Time Commitment (approx. 5hours per month)**

* Board member shall attend Monthly CF Board Meetings scheduled for the second Thursday of each month from 5:30 to 8:00pm
* Board members shall also attend any special meetings of the Board, specifically annual Half Day Strategic Planning
* Board members shall also engage in active in person and online analysis, discussion and approval of Loan Applications
* Board members shall be appointed to the board for a term of not more than nine (9) years.

**Desired Board Criteria:**

* The remaining non-appointed members, up to six (6) seats, shall be sought by a Nomination Committee of the Board, with preference being given to those with Chamber Board involvement, geographic regional representation, business and/or economic development experience. (See Matrix Below)
* Mix of members should include expertise in both community economic development and business development. (See Matrix Below)
* As per a recent analysis of the current Board, its strengths, skills and acumen, the following criteria will be used in recruiting strong Board members.

Board Members should:

* Have strong networks within their community to act as an Ambassador for the CF
* Represent diverse communities within the Region
* Have business experience as an Owner or Manager, particularly in the areas of:
  + Processing/Manufacturing
  + Retail
  + Service/Hospitality
  + Oil and Gas Service
* Have diverse knowledge and perspective of the community
* Have skill sets that will assist in making strong organizational and lending decisions. Skill areas may include but are not limited to:
* Finance – Accounting, Banking, Bookkeeping
* Legal
* Marketing
* Management
* Sales
* Project Management

**CF Grande Prairie Board Matrix – October 2021**

SKILLS

AMBASSADOR/NETWORK

KNOWLEDGE/PERSPECTIVE

BUSINESS EXPERIENCE/OWNERSHIP

X (Municipal)

X

X (Lived experience)

X

X

X (Non Profit)

X (History)

X (Organization)

X (Community)

Strong

Strong

Strong

Strong

X (Marketing)

X (Banking)

X