



# KAWARTHA-HALIBURTON CHILDREN'S FOUNDATION BOARD OF DIRECTORS SKILLS AND EXPERIENCE MATRIX

Please complete this chart, so that the information may be used in our search effort and to help maintain an appropriate balance of skills and experience in the Kawartha-Haliburton Children's Foundation Board of Directors. Check the box beside the categories to indicate your level of experience.

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

Date: \_\_\_\_\_

<b>BACKGROUND AND EXPERIENCE</b>	<b>None</b>	<b>Some</b>	<b>Competent</b>
<b>CORE COMPETENCIES</b>			
Integrity			
Communication			
Public Relations			
Financial Management			
Government Relations			
Human Resources / Labour Relations			
Information Technology			
Legislative / Regulatory Compliance			
Organizational Management			
Performance Measurement / QA			
Privacy / Confidentiality			
<b>GOVERNANCE EXPERIENCE</b>			
Not-for-Profit Volunteer			
Governance			
Member of a Board of Directors			
Leadership Role on a Board of Directors			
Elected Official in Government / Agency / Board / Commission			
Strategic Planning			
<b>AREAS OF EXPERTISE SKILLS OR SPECIALIZED KNOWLEDGE</b>			
Advocacy / Public Policy			
Business Acumen			
Direct Service Delivery			
Education Sector			
Executive Compensation / Oversight / Review			
Health Care Sector			
Legislation Pertaining to Children and Families			
Child Welfare			
Public Sector			
Risk Management			
Corporate Law			
Children's Developmental Services			
Fundraising			
<b>OTHER AREAS OF CONSIDERATION</b>			
	<b>applicable</b>	<b>not applicable</b>	
Geographic location within KHCAS jurisdiction			
Indigenous Heritage			
Cultural diversity considerations that reflect KHCAS communities			

# Board Composition Skills Matrix

## Glossary of Terms

### CORE COMPETENCIES

**Integrity:** Consistent application of the highest standards of professional and personal conduct. Acts in a manner that sustains and improves trust for the organization. Holds high regard for the fiduciary responsibility of a Board Director.

**Communication:** Ability to convey information, articulate viewpoints clearly and concisely, and justify viewpoints with logic, facts and figures as necessary.

**Public Relations:** Demonstrated experience in public relations including media management, the use of social media, emergency communications and strategic public relations marketing.

**Financial Management:** Practical understanding of the organization's capitalization, accounts received, investing and financial administrative functions. Meets financial literacy capability requirements for government and not-for-profit industry standards. Maintains practical knowledge of internal controls and accounting methods to promote efficiencies.

**Government Relations:** Understanding of the workings of government and demonstrated ability to access government officials.

**Human Resources/Labour Relations:** Experience developing and implementing policies and practices that support the organization's talent resources, including direct experience with talent acquisition, performance management, labour relations, succession planning, and overall engagement to delivery an organization's strategic priorities.

**Information Technology:** The ability to determine the information requirements and the design of technology systems. Demonstrated understanding of investment operations, systems controls and reporting including investments in systems and human talent.

**Legislative/Regulatory Compliance:** Practical knowledge in the application of and compliance to applicable legislation, regulations and specific laws.

**Organizational Management:** Proven experience and demonstrated ability to provide effective and value-added oversight to human, financial, technological and other resources. Personal experience as a senior manager in a not-for-profit organization. Experience analyzing business cases including how to support the implementation of a Strategic Plan.

**Performance Measurement/Quality Assurance:** Demonstrated experience in monitoring, evaluating and analyzing data and quality initiatives.

**Privacy/Confidentiality:** Demonstrated knowledge about document management, information technology security, relevant privacy legislation, privacy protection principles for electronic email and the privacy and protection of client information.

### GOVERNANCE EXPERIENCE:

**Not for Profit Volunteer:** A minimum of two years' experience volunteering in the capacity of service, governance or business in a not-for-profit organization.

**Governance:** Demonstrated experience with governance practices and principles.

**Member of a Board of Directors:** Experience in a Board oversight role at an organization of similar size and complexity. History of preparing for and contributing to Board of Director meetings and committees. Strong and consistent commitment to the required number of hours to fulfill a volunteer Board of Director position.

**Leadership Role on a Board of Directors:** Experience in an Executive position of a Board of Directors at an organization of similar size and complexity. Provide key leadership initiative and demonstrated ability to manage a governance agenda.

**Elected Official in Government/Agency/Board/Commission:** Experience in a Board oversight role as a result of being elected by the public or representative group.

**Strategic Planning:** Demonstrated ability to think critically about systems issues and the role an organization takes on within those systems.

## **AREAS OF EXPERTISE, SKILL OR SPECIALIZED KNOWLEDGE:**

**Advocacy/Public Policy:** Demonstrated ability to communicate a position to an intended audience. Knowledge of how public policy is developed.

**Business Acumen:** Experience dealing with general business and entrepreneurial practices and systems. Understanding commercial matters and dealing with complex business and financial situations.

**Direct Service Delivery:** Demonstrated experience providing direct services within a human service organization. Knowledge of systems and the continuum of services to effect positive change for consumers.

**Education Sector:** Experience and demonstrated understanding of the principles and process of the education sector including funding, administration and related government policies.

**Executive compensation, oversight, review:** Experience designing and managing senior executive compensation strategies and plans.

**Health Care Sector:** Experience and demonstrated understanding of the principles and process of the health care sector including funding, administration and related government policies.

**Legislation Pertaining to Children and Families:** Demonstrated knowledge of the Child and Family Services Act, the Child Law Reform Act, the Family Law Reform Act and other intersecting legislation that supports the work of the Children's Aid Society.

**Child Welfare:** Experience and demonstrated understanding of the principles and process of the child welfare sector including funding, administration, legal and regulatory systems, public and media management and related government policies.

**Public Sector:** Experience and demonstrated understanding of the principles and process of the public sector including funding, administration, publically-driven and related government policies.

**Risk Management:** Proven experience with enterprise risk management processes in identifying and monitoring risks relevant to the organization.

**Corporate Law:** Proven experience and working knowledge of business and/or corporate law, with LLB designation

**Children's Developmental Services:** Proven experience with providing services to children with developmental and/or complex needs and navigating the care system

**Fundraising:** experience raising funds for a non-profit or charity

**Geographic location within KHCAS jurisdiction:** Representation from all municipal jurisdictions, whenever possible.

**Indigenous Heritage:** First Nation, Metis or Inuit heritage or ancestry

**Cultural Diversity:** Representation from equity-seeking communities