



Canadian Institute of Planners  
Planning Student  
Trust Fund

## CIP-PSTF Director – Role and Qualifications

**Our Mission:** To support planning students in accredited Canadian universities through impactful financial assistance and recognition programs.

**Our Vision:** The sustainable financial support of all planning students in Canada through the generosity of an inclusive and vibrant planning profession.

### Role and Responsibilities

The Board of Directors plays an important role by providing leadership and overseeing CIP-PSTF's activities. The Board is responsible to the members, and represents their interests and the interests of the broader planning community.

The Board will ensure that the scholarship, bursary, and awards programs are:

- Flexible and adaptable in order to stay relevant for students' needs
- Have national appeal with respect to the awards offered
- Are financially sustainable
- Engage planners in supporting the future of the profession
- Are current in terms of encouraging good planning practise, professionalism, transparency, and accountability

To achieve these objectives, the Board of Directors will:

- Effectively govern the corporation in the best interests of the Board, planning students, and the planning profession
- Seek and provide opportunities for funders to support the scholarship program
- Monitor organizational risks
- Operate with transparency and be forthright in communications

The Board is responsible for the following activities:

- Policy Development
- Strategic Planning
- Operational Oversight
- Governance and Organizational Development
- Resource Management

## Duties and Expectations

### Board Meetings

Directors are expected to make a personal commitment to participate in and attend all Board meetings, including preparing for the meetings by reading all briefing and background materials (see Appendix). Materials are provided approximately one week in advance of meetings, which may require a lengthy amount of time of reading and consideration.

Board meetings are conducted as videoconferences 4 to 5 times per year (during normal working hours) and an in-person meeting may be scheduled every few years (budget permitting). Videoconference calls are also scheduled on an ad hoc basis for the Board and Standing Committees to deal with specific business items.

When absent from their usual place of residence, Directors are reimbursed for reasonable travel and living expenses incurred in attending a CIP-PSTF Board meeting, as per CIP-PSTF policy.

### Standing Committees

Directors are expected to participate in Standing Committees of the Board (e.g., Executive, Governance, Finance, Programming, Communications and Fundraising, and Nominations Subcommittee), including as required if they are serving in an Officer role (President, Vice-President, Treasurer, and Secretary).

The current standing committees are:

- Executive
- Finance (responsible for overseeing CIP-PSTF's financial matters)
- Governance (oversees governance policies and procedures, as well as Nominations Subcommittee)
- Programming (oversees processes and procedures for scholarships, bursaries, and awards)
- Communications and Fundraising (oversees planning and coordination of fundraising activities)

Standing Committees will establish objectives and undertake activities in accordance with CIP-PSTF's annual work plans, and their Terms of Reference. The Board may direct or suggest that a Standing Committee study and make recommendations on certain projects or programs.

### CIP National Planning Conference

Directors who attend CIP's annual national conference in-person are encouraged to volunteer for conference duties (such as at the CIP-PSTF booth), and to network and interact with CIP members, students, and potential donors.

## Eligibility and Qualifications

All CIP-PSTF Directors must meet the minimum set of qualifications, as determined by the Board, if they are to play an integral part in CIP-PSTF Board decision-making. The CIP-PSTF Board believes that, collectively, it should have the specialized skills necessary to properly manage and oversee the organization.

Qualifications shall include:

- Relevant experience at a strategic or policy-making level in a professional, government, non-profit, charity or academic organization
- Sufficient time and availability to satisfy the Director's responsibilities
- Reputation for ethical behavior both personally and professionally

- Freedom from any conflict of interest that may impair the Director's ability to make consistent and fair decisions in the best interests of CIP-PSTF
- Previous Board experience or similar
- Demonstrated financial, legal, and business literacy through previous experiences
- Experience in a leadership role
- Understanding of the CIP-PSTF's role and purpose
- Member in good standing of CIP-PSTF (membership is free)

In addition to the above, Directors should ideally demonstrate proficiency in the following:

- Integrity
- Knowledge of governance
- Collaborative skills
- Communications
- Independence
- Leadership
- Legislation and standards

## **Nomination and Election Process**

The nomination and election process is set out in CIP-PSTF's policies in accordance with the organization's bylaws and the Canada Not-for-Profit Corporations Act, which requires that the membership of an organization elect its Board of Directors at a meeting of members.

In brief:

- Nominees complete an online application form
- Nominations are vetted by staff for eligibility
- Eligible nominees' qualifications are reviewed by the CIP-PSTF Nominations Subcommittee
- Nominees are notified of the Subcommittee's decision
- Approved nominees are included in the meeting package of the Annual General Meeting (AGM) and presented to voting members at the AGM for ratification.

All Directors are elected for a term of two (2) years following their election. At the end of each term, Directors may be re-elected by the voting members to an additional two-year term.