

# 2018 Board of Director Nomination Package



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# Memo to Farm & Food Care Ontario voting members

**Date:** February 1, 2018  
**To:** Farm & Food Care Platinum, Gold & Silver Members  
**From:** Kelly Daynard, Executive Director  
**Re:** 2018-2019 Farm & Food Care Ontario Board of Directors

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As platinum, gold and silver members you have the opportunity to submit a nomination for and vote for elected positions for the board of directors.

In 2018, there are six director positions open for election:

- Two in the crop category
- Two in the livestock category
- Two in the at large category

Any Platinum, Gold or Silver member in good standing may make nominations and/or be nominated for the Board of Directors. This package includes background information and a nomination form.

Nominations include three components: a nomination form, a biography and questionnaire, and a signed copy of the director responsibilities and obligations document. **All nominations must arrive at the Farm & Food Care Ontario office by email by Monday, March 19, 2018, at 5 p.m. Send via email to [kelly@farmfoodcare.org](mailto:kelly@farmfoodcare.org)**

Nominee packages for the six positions on the Farm & Food Care Ontario board to be voted on at the 2018 Annual Meeting will be sent to all voting members on Friday, March 23, 2018. Farm & Food Care Ontario's Annual Meeting and conference will be held on **April 11, 2018**. The meeting will be held in the Gambrel Barn at Country Heritage Park in Milton. An agenda for the annual meeting and registration details will be sent shortly by email.

We encourage you to review the information in this package and nominate individuals whom you recognize as dedicated and committed champions towards the objectives Farm & Food Care Ontario works for on your behalf. Please contact me with any questions or more information.

We look forward to receiving your nominations.

## Nomination check list

When submitting a nomination for the 2018/2019 Farm & Food Care Ontario board of directors, please ensure you including the following:

- Nominee biography and questionnaire (page 6) returned in Microsoft Word format.
- Signed copy of the director responsibilities and obligations (page 9).
- Nomination Form (page 10).

**All documents are to be returned by March 19, 2018 to the Farm & Food Care Ontario office, attention Kelly Daynard. Documents can be returned by email ([kelly@farmfoodcare.org](mailto:kelly@farmfoodcare.org)).**

## Elections Information

### 2017/2018 Board of Directors

<b>Name:</b>	<b>Nominated By:</b>	<b>Category:</b>	<b>Term Expiration:</b>
Bruce Christie	ShurGain/Nutreco Canada	At large	Expires April 2018
Heather Copland	Grober Nutrition	At large	Expires April 2018
Les Nichols	Ontario Soil & Crop Improvement Association	At large	Expires April 2019
Christine Schoonderwoerd	Wallenstein Feed & Supply Ltd.	At large	Expires April 2019
Joe Hickson	Ontario Seed Growers Association	Crop	Expires April 2018
Dave McEachren	Grain Farmers of Ontario	Crop	Expires April 2018
Brian Gilroy	Ontario Fruit & Vegetable Growers' Association	Crop	Expires April 2019
Jim Gowland	Ontario Bean Growers	Crop	Expires April 2019
Sandi Brock	Ontario Sheep Farmers	Livestock	Expires April 2018
John Maaskant	Chicken Farmers of Ontario	Livestock	Expires April 2018
Janelle Caldwell	Egg Farmers of Ontario	Livestock	Expires April 2019
Chris Cossitt	Ontario Pork	Livestock	Expires April 2019

### Positions Available

In 2018, there are six vacancies on the board of directors. The six directors elected in 2017 were elected to a two year term of office.

The six seats that are now open for election to the board of directors will be divided as follows:

- 2 representatives of the crop sector
- 2 representatives of the livestock sector
- 2 representatives at large

*Note: Crop and livestock sector seats are designated for producer-based organizations.*

## Eligibility for the board of directors

To be eligible for nomination to the board of directors, an individual must be:

- Nominated by a member in good standing at the platinum, gold or silver level of membership. (Note: The nominee does not have to be a director of the nominating organization);
- Supportive of and committed to Farm & Food Care Ontario's objectives;
- At least 18 years of age;
- Not an undischarged, bankrupt nor a mentally incompetent person.

## Nomination process

Platinum, Gold and Silver members may nominate a member for a spot on the board of directors. The nomination form must be signed by the proposer and the nominee. A complete nomination will include a biography and a copy of the director responsibilities and obligations document, signed by the nominee. **Nomination deadline is March 19, 2018, at 5 p.m.**

Nominations may be delivered to Farm & Food Care Ontario by email to [kelly@farmfoodcare.org](mailto:kelly@farmfoodcare.org) and must arrive by **March 19, 2018**.

## Voting

Each Platinum, Gold and Silver member is entitled to one vote. Voting will take place at the Annual General Meeting on April 11, 2018. Each voting member may vote for all six positions on the provided ballots, two in each of the three categories.

## Proxy

Platinum, Gold and Silver members may vote at the meeting by proxy if they are not attending in person. Notice of proxy must be in writing and delivered to the secretary no later than the forty-eight (48) hours prior to the meeting.

## Scrutineers

A minimum of two scrutineers will be appointed by the members at the Annual General Meeting for the purpose of counting votes in the election.

## Term of Office

The regular term of office will be two years. Each year, six of the twelve seats will expire.

# Nominee biography and questionnaire form

***This form is also available in Microsoft Word format (see original email).***

This information will be distributed to Farm & Food Care Ontario voting members on Friday, March 23, 2018.

Name:

Title (if appropriate):

Phone:

Email:

Mailing Address:

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- 1. A brief biography of the nominee (background, community involvement etc.):**
- 2. What has been your involvement with Farm & Food Care Ontario to date?**
- 3. Explain, in 150 words or less, why you would like to be a director of Farm & Food Care Ontario?**
- 4. List your involvement with other boards for similar organizations to Farm & Food Care Ontario.**
- 5. What skills and/or strengths would you bring to the Farm & Food Care Ontario board of directors?**
- 6. What are some of the challenges facing Farm & Food Care Ontario?**

## Director responsibilities and obligations

This document will assist members in their deliberation as they consider making and/or accepting a nomination to the board of directors.

In general, directors have the responsibility to ensure effective governance of the organization and to ensure the effectiveness, credibility and viability of Farm & Food Care Ontario. They are integrally involved in the decision-making process.

### Commitment to the objectives

Directors should share a passion for and support these stated objectives:

- To proactively communicate factual information on farm practices and food production;
- To provide proactive leadership from the grassroots on agricultural issues;
- To advance and promote responsible farm animal care and environmental stewardship;
- To deliver specialized expertise and training on communications and the issues in agriculture.

### Basic responsibilities

- Determine the organization's mission, purpose and strategy;
- Select the Executive Director;
- Support the Executive Director and review his/her performance;
- Enhance the organization's brand;
- Ensure effective organization and business planning;
- Ensure and effectively manage financial resources;
- Determine and monitor the organization's programs and services ;
- Ensure that appropriate policies and procedures are in place, including assessing its own performance on an ongoing basis.



## **Knowledge of current events**

Keeping up to date with current affairs and issues, especially as they relate to the agriculture sector, is an important part of being a director.

## **Commitment of time & attendance**

One important qualification in the role as director is mandatory attendance at the board meetings, usually held in Guelph approximately six times per year. A director can expect to devote approximately 6 - 10 hours per month of his or her time to preparing for and attending meetings, programs, and duties. This time commitment is the minimum to be expected, and depending on the individual and their appointments, can be more extensive.

## **Advisory councils**

A director may or may not have an advisory council responsibility. Advisory councils will work closely with staff in program development and issue based discussions around environment and animal care specifically. Member organizations may choose to appoint different individual(s) to sit on an advisory council than the board based on their knowledge and interest.

## **Discretion and confidentiality**

Directors will be exposed to confidential information during in camera sessions at board meetings, during committee meetings, or in conversation with members, officials, other directors, etc. Directors are required to be aware of the confidential nature of some information and to respect that confidentiality at all times.

## **Remuneration**

There will be no direct or indirect remuneration for directors paid by Farm & Food Care Ontario.

## Farm & Food Care Ontario Board of Directors' Code of Conduct

1. Although a director may be drawn from a specific interest group, directors as a whole must represent the interests of the entire membership.
2. Directors shall maintain the confidentiality of the details and dynamics of board discussions, as well as those items designated as confidential.
3. Regardless of personal viewpoint, directors shall not speak against or in any way undermine Board solidarity once a board decision has been made.
4. Directors are expected to attend all board meetings. Directors shall be prepared to commit sufficient time and energy to attend to board business.
5. Directors shall avoid, in fact and in perception, conflicts of interest and will disclose to the Chair, in a timely manner, any possible conflicts.
6. Directors' contributions to discussions and decision making shall be positive and constructive.
7. Directors' interactions in meetings shall be courteous, respectful and free of animosity.
8. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
9. Directors shall participate in the organization in ways other than attending board meetings, such as committee work, industry functions, community events and membership recruitment.
10. The Executive Director is responsible to the entire board. Consequently, no single director or committee has authority over the Executive Director.
11. Directors shall not attempt to exercise individual authority or undue influence over the organization, other directors or staff.
12. Directors shall conduct themselves in an ethical and professional manner at all times.

I have read and understand the duties and obligations of a Farm & Food Care Ontario director as outlined in this document.

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Signature of Nominee

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Date

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Printed name of Nominee

**Please return a signed, scanned copy by email:  
Attention: Board of Director Nominations Email: [kelly@farmfoodcare.org](mailto:kelly@farmfoodcare.org)**

# Nomination for Farm & Food Care Ontario's Board of Directors

This nomination is submitted by: \_\_\_\_\_,

(Name of company/organization)

a **Platinum / Gold / Silver** member in good standing.  
(circle one)

I/we nominate: \_\_\_\_\_

(Name of Nominee)

The Board will consist of four seats in each of three categories. In 2018, there will be two seats elected in each of the crop, livestock and at large categories.

The crop and livestock seats are for producer associations in those categories. The 'at large' section is open to all voting level member organizations and companies.

Please circle one category for this nominee (circle one):

**Crop**

**Livestock**

**At large**

Signature of Nominator: \_\_\_\_\_

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

Signature of Nominee: \_\_\_\_\_

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

## Nomination deadline is March 19, 2018

**Nominations may be delivered to the Farm & Food Care Ontario by email and must arrive by March 19, 2018, at 5 p.m.** Original copies should be provided to ensure authentic signatures and may follow electronic submissions after the deadline.

Please email the nominee biography and picture to [kelly@farmfoodcare.org](mailto:kelly@farmfoodcare.org). Signed copies of the nomination form and the signed director responsibilities and obligations document can be scanned and emailed to [kelly@farmfoodcare.org](mailto:kelly@farmfoodcare.org).

## Membership Categories

Corporations, associations and individuals that support the objectives and activities of Farm & Food Care Ontario may apply for membership at the following levels:

### **Platinum Membership – Support of \$30,000 or greater**

Platinum members may appoint an individual to attend and vote at any member meeting, hold any office and sit on either or both of the Farm Animal Care Advisory Council and the Farm Environment Advisory Council. Platinum Members receive priority consideration for new committees and strategy sessions, and receive three (3) complimentary registrations to the FFCO Annual General Meeting.

Top priority access to an unlimited number of complimentary Speaker Service sessions, and top priority for customized Training Workshops; all other services and publications are also available.

### **Gold Membership – Support of \$ 5,000 or greater**

Gold members may appoint an individual to attend and vote at any meeting, hold any office and sit on the Farm Animal Care Advisory Council and the Farm Environment Advisory Council. Gold members receive priority invitation to new committees and strategy sessions, and two (2) complimentary registrations to the FFCO Annual General Meeting.

Two (2) complimentary Speaking Service sessions, customized rates for standard Training Workshops; all other services and publications are also available.

### **Silver Membership – Support of \$1,500 or greater**

Silver members may appoint an individual to attend and vote at any meeting, hold any office and sit on the Farm Animal Care Advisory Council and the Farm Environment Advisory Council. Silver members receive priority invitation to new committees and strategy sessions.

One (1) complimentary Speaking Service session, reduced rates for standard Training Workshops; all other services and publications are also available.

### **Affiliate Membership – Support of \$1,500 or greater**

This category is designed to include organizations outside of Ontario that are supportive of Farm & Food Care Ontario's objectives and would like access to services and benefits at reduced rates.

### **Supporter Membership – Support of \$250 or greater**

Supporter members may be individuals, organizations or companies who support the mission of our organization. All services are available at reduced rates.

## Farm & Food Care 2018 Membership Benefits Chart

2018 Level & Annual Threshold Value	Governance & Leadership				Training & Speakers			Publications & Resources			
	Full voting and election rights; entitled to nominate and vote for Director positions	Formal Representation on the Environment Advisory Council and/or Farm Animal Care Advisory Council	Priority Invitation to Strategy Sessions, and Board Committees and Task Force Groups	Complimentary Registrations to the FFCO Annual General Meeting	Complimentary FFCO Speaker Services: Updates on Projects, Programs & Issues <sup>2,3</sup> (Annually)	Training Workshops: Speak Up for Agriculture, Media Training, Dealing with Difficult Issues <sup>2,3</sup>	Access to specialized communication expertise	Subscriptions to FFCO E-News	Print copies of public education resources	License to make public use of the Farm & Food Care brand and marks <sup>4</sup>	Complimentary copies of <i>new</i> publications and resources
Platinum \$30,000	✓	A seat on either or both	✓	3	Unlimited, queued as top priority	Customized rates, queued as top priority	✓	Unlimited number	Discounted rates	✓	✓
Gold \$5,000	✓		✓	2	2	Customized rates	✓	Unlimited number	Discounted rates	✓	✓
Silver \$1,500	✓		✓		1	Reduced rates for members	✓	Unlimited number	Discounted rates		✓
Affiliate <sup>1</sup> \$1,500					Reduced rates for members	Reduced rates for members	✓	Unlimited number	Standard rates		✓
Supporter \$250					Reduced rates for members	Reduced rates for members	✓	Unlimited number	Standard rates		✓

1. This category is designed to include organizations outside of Ontario that are supportive of Farm & Food Care Ontario's objectives and would like access to certain services and benefits.

2. Travel expenses to be agreed upon when booking.

3. Full details are provided in the Farm & Food Care Ontario *Speaker Request Form*.

4. Subject to the conditions articulated in a complimentary licence agreement.



Please contact [joel.porter@farmfoodcare.org](mailto:joel.porter@farmfoodcare.org) (519-837-1326 x 290) to explore your role in supporting Farm & Food Care Ontario.