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| **2020 Board of Director Nomination Package** |
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# **Memo to Farm & Food Care Ontario voting members**

 **Date:** February 4, 2020

**To:**  Farm & Food Care Platinum, Gold & Silver Members

**From:** Kelly Daynard, Executive Director

**Re:** 2020 - 2021 Farm & Food Care Ontario Board of Directors

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 2020, 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 Friday, March 20, at 5 p.m. Send via email to** **info@farmfoodcare.org**

Nominee packages for the six positions on the Farm & Food Care Ontario board to be voted on at the 2020 Annual Meeting will be sent to all voting members by Wednesday, March 25, 2020. Farm & Food Care Ontario’s Annual Meeting and conference will be held on **April 15, 2020**. The breakfast annual 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 2020/2021 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 20, 2020 to the Farm & Food Care Ontario office, attention Kelly Daynard. Documents can be returned by email (****info@farmfoodcare.org****).**

# **Elections Information**

**2019/2020 Board of Directors**

Highlighted names have terms ending in April, 2020.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | **Nominated By:** | **Category:** | **Term Expiration:** |
| Janelle Caldwell | Egg Farmers of Ontario | Livestock | Expires April 2021 |
| Crispin Colvin | Ontario Federation of Agriculture | At large | Expires April 2020 |
| Chris Cossitt | Ontario Pork | Livestock | Expires April 2021 |
| Bonnie den Haan | Dairy Farmers of Ontario | Livestock | Expires April 2020 |
| Jordan Fois | Chicken Farmers of Ontario | Livestock | Expires April 2020 |
| Brian Gilroy | Ontario Fruit & Vegetable Growers’ Association | Crop/Hort | Expires April 2021 |
| Jim Gowland | Ontario Bean Growers | Crop/Hort | Expires April 2021 |
| Heather Hargrave | Shur-Gain/Trouw Nutrition Canada Inc. | At large | Expires April 2021 |
| Joe Hickson | Ontario Seed Growers Association | Crop/Hort | Expires April 2020 |
| Dave McEachren | Grain Farmers of Ontario | Crop/Hort | Expires April 2020 |
| Ed Scharringa | Christian Farmers Federation of Ontario | At large | Expires April 2020 |
| Christine Schoonderwoerd | Wallenstein Feed & Supply Ltd. | At large | Expires April 2021 |

**Positions Available**

In 2020, there are six vacancies on the board of directors. The six directors elected in 2019 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/horticultural sectors\*
* 2 representatives of the livestock sector\*
* 2 representatives at large (agribusiness and general farm organization members)

*\*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. Nominations may be delivered to Farm & Food Care Ontario by email to info@farmfoodcare.org and must arrive by **March 20, 2020** at 5 p.m.

**Voting**

Each Platinum, Gold and Silver member is entitled to one vote. Voting will take place at the Annual General Meeting on April 15, 2020. 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 FFCO office no later the forty-eight (48) hours prior to the meeting.

**Confidentiality of Membership**

Names of Platinum, Gold and Silver organizations/companies/farms eligible to vote in the FFCO Board of Director elections are posted to the Farm & Food Care website (where members have given permission to do so). Contact names for the membership list are confidential and cannot be given out to candidates for campaigning purposes.

**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 Monday, March 25, 2019. *Candidates are encouraged to ensure its thoroughness; this is the document that members use when making their voting decisions.*

Name:

Title (if appropriate):

Phone:

Email:

Mailing Address:

1. **A brief biography of the nominee (background, community involvement etc.):**
2. **What has been your involvement with Farm & Food Care Ontario to date? Volunteer roles? Committee roles? Attendance at events?**
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 opportunities and 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 is encouraged to have committee and/or advisory council responsibilities. Directors will choose committee members at the first board meeting following the annual meeting. Committees include: Executive, Governance, Human Resources, Finance, Membership/Fundraising/Marketing, and Strategic Planning.

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 sign a confidentiality agreement, 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. Directors 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Nominee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of Nominee

**Please return a signed, scanned copy by email:**

**Attention: Board of Director Nominations Email:** **info@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 2020, 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 20, 2020**

**Nominations may be delivered to the Farm & Food Care Ontario by email and must arrive by March 20, 2020, 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 info@farmfoodcare.org. Signed copies of the nomination form and the signed director responsibilities and obligations document can be scanned and emailed to info@farmfoodcare.org.

**Membership Categories**

Farm & Food Care Ontario is a registered Canadian charity and a whole-sector coalition made up of representatives from all farming types and associated businesses. With the support of our members, partners and donors, Farm & Food Care positions itself as a helpful expert on Ontario agriculture and produces consumer outreach events and activations that help connect farm gate to dinner plate with a common goal to build public trust in food and farming in Ontario.

***Members of Farm & Food Care Ontario build the foundation of support for our work and benefit from a range of services and resources provided by Farm & Food Care Ontario.***

**Platinum Level Membership $30,000+**

Platinum members make up the core and foundation of Farm & Food Care Ontario’s (FFCO) work by providing leadership level support annually, expert advice and valuable connections to industry.

Members at a Platinum level provide core governance support of FFCO by nominating candidates for the Board of Directors, attending FFCO’s Annual General meeting as voting members, and through support of ongoing strategic planning processes.

Platinum members of FFCO receive primary recognition on all external facing publications, on our website, Annual Report and social media. Additional recognition includes the opportunity to attend and display materials for any FFCO event at no additional cost.

Benefits at this level of membership include unlimited, customized speaking and training opportunities. Additionally, Platinum members receive access to specialized communications support, discounted resources, invitation to have formal representation on FFCO’s Farm Animal Care & Farm Environmental councils and special invitations to all FFCO’s events.

***2020 Platinum Members Include:***

**

**Gold Level Membership $5500+**

**Gold Members are influential farm organizations, agribusinesses and commodity groups who provide a critical voice in Farm & Food Care Ontario’s (FFCO) work, expert advice and valuable connections to industry.**

Members at a Gold level provide core governance support of FFCO by nominating candidate for the Board of Directors, attending FFCO’s Annual General meeting as voting members, and through support of ongoing strategic planning processes.

Gold members are recognized on FFCO’s online “Partner Organizations and Members” page, Annual Report, and social media. Gold members receive an invitation to display materials at selected Farm & Food Care events at no additional cost.

Benefits at this level of membership include two or more speaking and training opportunities that are provided to staff, members, clients and volunteers of the FFCO member organization. Additionally, Gold members receive access to specialized communications support, discounted FFCO resources, invitation to have formal representation on FFCO’s Farm Animal Care & Farm Environmental councils and special invitations to all FFCO’s events.

**Silver Level Membership $1800+**

**Silver Members of Farm & Food Care Ontario (FFCO) are agribusinesses, ag associations, and smaller commodity groups who are passionate about building meaningful connections with consumers about the food they eat.**

Members at a Silver level provide governance support of FFCO by nominating officers for the Board of Directors, attending FFCO’s Annual General Meeting as voting members, and through support of ongoing strategic planning processes.

Silver members are recognized on FFCO’s online “Partner Organizations and Members” page, Annual Report, and social media.

Benefits at this level of membership include one speaker annually at no cost, access to specialized communications support, discounted FFCO resources, invitation to have formal representation on FFCO’s Farm Animal Care & Farm Environmental councils and invitation to all of FFCO’s events.

**Supporter Level Membership/Donor $350+**

**Supporter Level Members or Donors are individuals, farms, or smaller ag associations and businesses that believe in the work of Farm & Food Care (FFCO) and leverage their support of the organization to spread the word about the work of public trust building in food and farming with their own followers, clients and friends.**

*OPTION 1 – Formal Membership*

Supporter level members receive a $50 resource credit annually for the purchase of items from the FFCO Resource Catalogue.

 *OPTION 2 – Donor*

Supporter level members have the option to defer their resource credit and instead receive a charitable tax receipt for their annual fee, making them a donor to the organization.

**Individual Level Donor $60 - $349**

 **Individual level members are donors of any level who understand the value of building connections between farm gate and dinner plate, and want to be part of ensuring that work continues in meaningful ways.**

Volunteers, friends and family of Farm & Food Care Ontario demonstrate their support of our shared mission through their donation and membership.

