



NOTICE TO MEMBERS OF THE CHIPPEWAS OF GEORGINA ISLAND FIRST NATION

The Island View Business Centre is currently seeking to add two Board Members to the Board of Directors. The following information details the requirements of the position.

Island View Business Centre is a for profit company that acts in the best interest of its shareholders to build revenues that assist the Chippewas of Georgina Island First Nation in its goals. The company does this through the following missions:

- a) Acting in the best interest of the shareholders
- b) Remaining profitable through its operations and investments
- c) Maintaining a positive environment through the treatment of its employees and becoming an employer of choice within the local economy
- d) Operating in compliance with the laws and obligations of the Chippewas of Georgina Island First Nation, the province of Ontario where applicable and the government of Canada where applicable.

The Company's business is managed under the direction of the Board of Directors. Terms for Board Members come up every two years on a rotating basis to retain consistency in the organization. Currently, the Board has three positions, President, Treasurer and Secretary and will be adding two ad hoc members to the Board. Once the Board has been set, the positions will be re-evaluated and filled.

The Board delegates to the General Manager, and through that individual to other senior management, the authority and responsibility for managing the Company's business. The Board's role is to oversee the management and governance of the Company and to monitor senior management's performance. The Board's overall responsibility is one of governance and oversight.

Job Duties

- Assure that management succession planning is adequate.
- Review and approve significant corporate actions.
- Review and monitor implementation of management's strategic plans.

- Review and approve the Company's annual operating plans and budgets.
- Monitor corporate performance and evaluate results compared to the strategic plans and other long-range goals.
- Review the Company's financial controls and reporting systems.
- Review and approve the Company's financial statements and financial reporting.
- Review the Company's ethical standards and legal compliance programs and procedures.
- Oversee the Company's management of enterprise risk.
- Monitor relations with shareholders, employees, and the communities in which the Company operates.
- Select, monitor, evaluate and compensate senior management.
- Develop and review operational policies
- May act as a representative for the Company at public events
- Other specific requirements will be needed

Education

- Minimum College Diploma in Business or related field or experience that is equivalent to the completion of a management diploma certification
- Previous experience serving as a For-Profit Company Board Member is an asset

Qualifications

- Must be a member of the Chippewas of Georgina Island First Nation
- Minimum of five (5) years of experience in a senior management or leadership role within a service oriented company or organization
- Ability to work as a member of a team including other Board Members , General Manager and other senior management employees
- Cannot be employed in any other position within the Business Centre or related businesses upon becoming a Board Member
- Cannot be a member of Council (Not filling Council Allocated Positions at this time)
- Financial expertise including how to read and interpret a balance sheet, a profit & loss statement, cash flow documents, and general audit documents.
- Successful business and investment expertise with specific experience in new business development and revenue generation
- Access to a variety of resources including governmental, legal, consultants, etc.
- Able to commit at least three (3) hours per month for meetings and additional time for personal advice based on area of expertise if needed

Other

- Compensation is provided at standardized rates within the company policies.
- Time requirements include attendance at all meetings, acting as a signatory for the company, review of documents and any other items that may be required of Board Members.
- Minimal travel is required when needed.

If you require further information and to submit a resume or CV, please contact:

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Resume or CV will be accepted until July 11, 2019.

Late applicants will not be included in the process.