

Canadian Council of Food and Nutrition Governance Committee: Information About CCFN

What you need to know about the Board of Trustees of The Canadian Council of Food and Nutrition (CCFN)

Purpose of this Form	This form provides you with basic information about what The Canadian Council of Food and Nutrition (CCFN) requires from its Board members. If you have doubts about your ability to commit the required time, attend scheduled meetings, or comply with these requirements, please advise the Governance Committee representative before they submit your name for consideration.
Term of Office:	Trustees are elected at the Annual General Meeting for a term of two years, and may be reappointed for a second two-year term. If a Trustee is elected as an officer during his or her second term, a maximum of 6 consecutive years of service is possible.
Time Requirements:	We require a time commitment of about 50 hours per year, or an average of 1 hour per week for board meetings, committee meetings, orientation sessions, and special events, including preparation time. We do most of our work in meetings (teleconference and in-person). We cannot do a good job or meet deadlines without full participation from members.
Board Meetings	The full board meets 4 times per year, usually in January, April, August and October (dates and times are determined by the majority's availability). See below for meeting schedule. Teleconference meetings occur 3 times per year and are normally scheduled for 90 minutes. One in-person 3 hour meeting, occurs the evening before the AGM. <i>If this schedule poses problems for you, please advise the Governance Committee representative.</i>
Committee Meetings	Committee meetings occur outside of Board meetings, and all Trustees are expected to serve on or Chair a Board Committee. Committees normally meet once before each Board Meeting (or as required) at the pleasure of committee members in order to accomplish certain tasks by established deadlines adding up to approximately 4, one hour meetings. Attendance is essential for the committees to do their work. Committees include Finance, Policy, Communication and Governance, plus Ad Hoc Committee on Strategy.
Orientation Sessions	There will be a 60 minute orientation teleconference with the Chair of the Board and Chair of the Governance Committee, organized by the President and CEO to suit schedules. Attendance is mandatory for Trustees.
Education Sessions	Other Trustee education takes place at Board meetings and is arranged by the Governance committee. This usually coincides with the CCFN AGM.
Other Time Requirements	AGM: We hold an Annual General Meeting which includes a guest speaker and meal with members and anyone interested in taking part schedule each October.
Financial Expectations	Trustees are not required to support the organization financially (i.e., donations to CCFN are not expected), nor do they receive remuneration for their service to CCFN. The expenses of Public Sector Trustees to attend the AGM and Board Meeting will be reimbursed (in line with current policy). Expenses of private sector Trustees are covered by their organizations.
Selection Process	<ul style="list-style-type: none"> • Member of the Board and Member organizations are asked to identify prospective Trustees. These are individuals who have demonstrated leadership and commitment to values shared by The Canadian Council of Food and Nutrition. • Prospects receive this information package. If still interested, they are invited to apply. • The application is reviewed by the Governance Committee. • On recommendation of the Governance Committee to the Board, the name is placed on the slate for election by the membership at the next AGM. If the recruitment is to fill a vacancy on the board, the candidate may be appointed by the Board to serve what remains of the term. Visit this link for details: http://www.ccfn.ca/about_ccfn/governance.asp

Approach to Governance	Briefly stated, we believe that the Board's role is to ensure that CCFN establishes and maintains the trust of the community by being clear in its vision, prudent and ethical in its activities, and accountable for its actions. Our meetings focus on planning, policy-making, and assessing our progress.
Our Vision and Mission	<p>Vision: To be a catalyst in advancing the nutritional health and well being of Canadians by acting as Canada's multi-sectoral trusted voice for evidence-based food and nutrition policy</p> <p>Mission: To champion evidence-based solutions to key nutrition issues, advocate for evidence-based nutrition policy and promote public understanding of food and nutrition.</p>
Operating Principles	<p>To be proactive, inclusive, open and transparent in:</p> <ul style="list-style-type: none"> • Advocating for key emerging and CCFN strategic issues in food and nutrition, • Fostering relevant partnerships with other food, health and nutrition organizations, • Communicating between public and private sector partners and key stakeholders and • Reevaluating goals and objectives, key measurable and annual tactics for established strategic areas for the strategic priorities.
Strategic Priorities	<p>The priorities are reviewed and proposed annually by CCFN's Ad Hoc Committee on Strategy with input received from membership, then presented and approved by the Board.</p> <p>The Board of Trustees approved the strategic plan for 2010-2013. To view it click here or http://www.ccfm.ca/about_ccfn/strategic_plan.asp (and scroll to bottom of the web page)</p>
Trustees' Code of Conduct	<p>Our board members and committee members sign this code of conduct:</p> <p>As a Board member of The Canadian Council of Food and Nutrition, I subscribe to the following statements:</p> <p>At all times the Board expects of itself ethical, professional and business like conduct. This includes proper use of authority and decorum in both group and individual behaviour.</p> <p>The Board must work for the best interests of CCFN, acting honestly and in good faith. Where conflicts of interest arise, individual Trustees must declare such conflicts to the Chair and/or Board as a whole so that such conflicts can be managed.</p> <p>The Trustees Code of Conduct covers a wide range of business practices and procedures. It does not cover every issue that may arise, but it establishes standards and principles that must guide the conduct of the Trustees.</p> <ul style="list-style-type: none"> •The Trustees must follow the applicable laws, regulations, rules and regulatory orders of every jurisdiction in which CCFN operates. The Trustee is charged with the responsibility to acquire appropriate knowledge of the requirements relating to his or her duties to enable him or her to recognize potential dangers and to know when to seek advice on specific compliance matters. •The Trustees must be vigilant to protect CCFN's physical property as well as intangible assets, such as confidential information. •The Trustees must avoid personal interest conflicts, actually or in appearance, with the interests of CCFN. A "conflict of interest" exists when a person's private interest interferes in any way with the interests of CCFN. A conflict situation can arise when the Trustee (s) take action or has interests that may make it difficult to perform his or her CCFN work objectively and effectively, or

	<p>when the Trustee or a member of his or her family, receives improper personal benefits as a result of the Trustee's position with CCFN.</p> <ul style="list-style-type: none"> •The Trustees represent CCFN and, as such, must not misrepresent the products or services of CCFN or take any action that will impair the goodwill of the Corporation. •The Trustees must endeavour to attend all Board meetings and when attendance is not possible must ensure that he/she is fully apprised of the events/decisions of the meeting. If regular attendance at Board meetings becomes a difficulty Trustees are expected to discuss the matter with the Chair and ensure that Board integrity is not being compromised. •The Trustees should endeavour to respect the rights of and deal fairly with CCFN members and other stakeholders, and must protect sensitive, confidential and proprietary information of CCFN and its members from disclosure to individuals who do not have a need to know. No one Trustee may allow a third party to use or obtain such information, without prior approval of the Board.
Upcoming Board Meetings	<p><u>Regular Board Meetings *</u></p> <p>January *</p> <p>April *</p> <p>August *</p> <p>October – with AGM (in-person meeting held in Toronto)</p> <p>*indicates meeting is held by teleconference</p>