



Savings | Choice | Service

OECD DIRECTOR OPPORTUNITY

Position Description



OECE Board of Directors: Shaping OECE's Future

ABOUT OECE

OECE is a trusted not-for-profit collaborative sourcing partner for Ontario's education sector, broader public sector, and other not-for-profit organizations.

Our core business is collaborative sourcing and customer and supplier relationship management. OECE offers a comprehensive choice of products and services, the goal of which is to generate value, savings and process efficiencies for public sector and not-for-profit organizations, in particular, Ontario's education sector, resulting in more funds being available for core academic and administrative commitments.

Customers purchase products and services through OECE's Marketplace which includes collaboratively-sourced and competitively-priced products and services from OECE's supplier partners. Participation in OECE's Marketplace is voluntary.

Are You Interested in Contributing to OECE's Vision and Continued Growth?

- Interested in seeing the results of your expertise and experience in helping to shape the future of a growing not-for profit strategic sourcing organization?
- Would you enjoy making a contribution to an organization where collaborative sourcing and customer and supplier relationship management is the core business?
- Are you keen on being a steward and champion of an innovative organization with a compelling growth and success story?
- Do you thrive in a positive environment where you're engaged and passionate about how your experience and that of your board member colleagues to help shape the direction of the business?

If your answer is YES, then consider joining OECE's Board of Directors!

DIRECTOR OPPORTUNITY POSITION DESCRIPTION

Position Overview

The Roles and Responsibilities of Board Directors are articulated in the following Board-approved policies, which are contained in the [Board Governance Policy Manual](#):

- Roles and Responsibilities – Board Directors
- Roles and Responsibilities – Individual Directors

OECM's By Law Number 1 contains "Composition of Board" and other related Board information.

Mandatory Attributes and Essential Collective Competencies

We are seeking candidates who possess the Mandatory Attributes (as outlined in the Candidate Application Package) and the following Essential Collective Competencies:

- Business Transformation
- Financial/Risk Oversight/Management
- Regulatory/Legal/Policy re: Non-Profits
- BPS experience, in particular education sector
- Information Technology/Information Management
- Public Sector Supply Management
- Government Relations/Advocacy
- Strategic Planning
- Implementation and Performance Monitoring
- Executive Leadership
- Human Capital Management

In particular, to ensure the Board has a reasonable balance of diversity and fresh perspectives, we are also seeking candidates who demonstrate "advanced" to "expert" knowledge in one or more of the following competencies:

- Information Technology/Information Management
- Human Capital Management
- Public Sector Supply Management

It is **not** expected that candidates demonstrate ALL the required competencies.

Specifically, we are looking for:

Up to 1 Director with Education "Sector Experience"

The ideal candidate:

- is currently working in the education sector or serving on a board of directors in the education sector
- worked in the education sector (previous career or retiree)
- brings sector perspective to the Board table

Minimum of 2 (and up to 3) "Independent Directors"

The ideal candidate:

- has no direct or indirect material relationship with OECM (i.e. is not a funder, customer, vendor, or employee of OECM)
- is able to serve without any pre-existing conflict of interest / duty to another organization
- is not employed by / affiliated with any customer of OECM

Time Commitment

The Board structure consists of four meetings* per year, and Board members are required to serve on at least one Committee. The Committee structure consists of four meeting per year. Board and Committee meetings can be up to three hours in duration.

**Board members are also expected to participate in the annual Board Retreat which is conducted in combination with a regular Board meeting. The 2019 Retreat is held offsite in downtown Toronto and is usually comprised of two half days sessions held over two days.*

In addition, OECM will undertake a Strategic Planning process in 2019; however, the Board member time commitment has not yet been determined.

Meetings are usually held at OECM offices (Sheppard & Victoria Park in Toronto) and can be attended in person or via teleconference.

Position Term

Candidates will be asked to make a three year commitment with a maximum board term of nine years starting **May 29, 2019**. The first slate of Directors will be elected for 1, 2, or 3-year terms, as assigned by the Nominating Committee.

Board Member Remuneration

The Board remuneration program is articulated in the following Board-approved policies, which are contained in the [Board Governance Policy Manual](#):

- Board Remuneration Policy
- Board Travel and Expenses Policy

The program includes direct and indirect compensation as follows:

Direct compensation:

Payment of Meeting Fees for preparing for, participating in and travelling to regularly scheduled Board and Committee meetings.

Indirect Compensation:

Reimbursement of professional development activities and out-of-pocket expenses related to Board business, e.g., travel, accommodation.

Board Role	“Direct Compensation”			“Indirect Compensation”		Maximum Annual Remuneration**
	Meeting Fees			Reimbursement of Expenses		
	Preparation & Participation	Preparation & Participation	Travel Time	Professional Development Allowance	Out of Pocket Expenses* (not included in annual maximum)	
	Up to 4 hours	Over 4 hours	Over 4 hours round trip			
Directors	\$150	\$300	\$150	Up to \$2,500	As required	\$6,000

**In accordance with the Board Orientation and Professional Development and Travel and Expenses Policies*

***Annual amounts paid may not exceed the maximum annual direct and indirect compensation*



Apply

To apply, please complete the Candidate Application Package. The application deadline is **Thursday February 14, 2019**. Election of the new Board of Directors will occur at the Annual General Meeting on May 29, 2019. For more information, visit us at oecm.ca/about-us/governance/opportunities.

We thank all applicants for their interest; however, only those selected for further screening/interview will be contacted. OECM is an inclusive employer. Accommodation is available under the Ontario Human Rights Code.

[View Candidate Application Package](#)