



**Human  
Resources  
Professionals  
Association**

<b>Position:</b>	Non-Member, Director of the Board (Volunteer)
<b>Time Commitment:</b>	250 – 300 hours per year (approx. 4.85 hours per week)
<b>Term:</b>	Two years with possibility for renewal.

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### **General purpose or responsibility of this position:**

The Human Resources Professionals Association (HRPA) protects the public interest by governing and regulating the professional practice of its more than 24,000 member registrants.

The Board of Directors is responsible for the Association's overall performance in fulfilling its regulatory mandate, as well as realizing its mission and achieving its goals as outlined in its strategic plan.

### **DUTIES AND RESPONSIBILITIES:**

Every member of the Board of Directors, including the Board's Officers, are expected to fulfil the following:

- Prepare for and participate in Board meetings
- Provide strategic guidance and support governance decisions
- Participate in the development of a strategic plan to help guide the Association
- Abide by the By-Laws, Code of Conduct and other policies that apply to the Board and the overall operation of the Association. In addition to that, when needed, assist in the establishing, review, and monitoring of the aforementioned policies
- Participate in the approval of the Association's budget and monitor the financial performance of the Association
- Participate in the evaluation of the Association's Board, individual Officers and Chief Executive Officer
- Contribute to the work of the Board as a member of its Finance and Risk Committee
- Attend and participate in the Association's Annual meeting
- Be an Ambassador for the Association in the wider HR community
- Remain informed about issues relevant to the work of the Association, as well as the broader HR and Regulatory community in Ontario
- [Click here](#) to view the full HRPA Board Director Profile

### **REQUIREMENTS:**

HRPA conducts an annual skills audit of its Board of Directors against specific capabilities and experience. Based on this assessment, the Board is looking for a diverse candidate whose specific skills and experiences best meet the needs for the following area.

Technology and Cybersecurity Expertise:

- Expertise in cyber security and IT risk management
- Understands how to safeguard organizations, its information, and systems
- Experience overseeing large IT projects and investments
- Understands value of effective vendor management system

In addition to these requirements, the candidate must also meet the following criteria:

- Knowledge of the field in which the Association operates
- Commitment to the Association’s mission and strategic direction(s)
- Availability of sufficient time to devote to board duties
- Reside or work within the province of Ontario
- Be at least 18 years old
- Not have been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property
- Not be the subject of any disciplinary proceedings, professional misconduct, or incompetence, or found to be incapable by any court or regulator in Canada or elsewhere
- Not have the status of bankrupt
- Have some have a conflict of interest to serve as a Director or has agreed to remove any such conflict of interest before assuming role
- Meet all other criteria established by the Board, including, but not limited to, reference checks satisfactory to the Board
- Demonstrated experience in governance and/or a high-level advisory/leadership role

**TIME COMMITMENT:**

Below is an estimate of the amount of time necessary to fulfill your role as a Director. Each director is expected to prepare for and attend Board meetings. Each Director must also be a member of a Board Committee for this Appointment the individual will be assigned to the Boards’ Audit and Finance Committee. Most Committees meet four to five times per year and have considerable work. Directors should be able to commit 250-300 hours per year to satisfy the responsibilities of a Director. Individuals who hold Board Committee Chair positions should anticipate an additional 50 – 100 hours.

Item	Minimum Estimated Time (not including travel)
Board meeting	There are approximately five to six Board meetings per year. Board meetings can last between 3 and 5 hours per meeting and are generally held during business hours. The meetings are held either in person or by videoconference.
Read Board package	2 – 4 hours per meeting
Committees	Approximately five meetings per year that may last between 2 – 4 hours. (Most are held virtually).

Read Committee package	2 – 4 hours per meeting
Annual Meeting	HRPA’s Annual Meeting is typically held in May and is scheduled around Board and stakeholder meetings.
Board Strategic Planning	One every three to five years, typically a full day during business hours.
Training and development, community involvement	Directors are required to Attend and participate in Director Development sessions. Development sessions are approximately two hours in length and held at least once per year based on Board needs.

**REMUNERATION AND EXPENSES:**

Directors do not receive remuneration to participate in HRPA’s Board. Board and Committee related expenses are reimbursed by the Association as per HRPA’s Travel, Hotel and Accommodation Reimbursement Policy.

**HOW TO APPLY**

Individuals interested in applying to serve on the HRPA Board are invited to send in a resumé and cover letter summarizing their qualifications to [governance@hrpa.ca](mailto:governance@hrpa.ca). **The deadline for applications is June 15, 2022.**

We thank everyone for their interest but only those selected for an interview by the Nominating Committee will be contacted. The Committee will also conduct a background/reference check for shortlisted candidates.

*HRPA is committed to providing accommodations for people with disabilities. If you require an accommodation, kindly let us know and we will work with you to meet your needs.*