



**Position Description**  
**Director**  
**Hornepayne Housing Corporation (HHC)**

Directors contribute to the successful governance of the Hornepayne Housing Corporation (HHC) and are active, voting members of the Board. There is no remuneration for these positions.

**Director Responsibilities:**

- Contribute to fulfilling the fiduciary, oversight, strategic and governance tasks of the HHC, as outlined in Township of By-Law No. 1843 and related Council Resolution No. 2020-56 outlining the Mission, Vision and Objectives of the HHC;
- Attend HHC meetings, the Annual General Meeting and any special or sub-committee meetings of which they are a part;
- Prepare fully for meetings of the HHC and any sub-committees of which they are a member;
- Actively contribute knowledgeably and meaningfully to the HHC deliberations inside and outside of meetings;
- Participate in decision-making in respect of strategic direction and management of the HHC as a project-based, business-led and community-supported enterprise;
- Provide leadership, direction and support to the HHC's Project Manager in setting Corporate Policies and in the execution of the HHC's Strategic Goals;
- Interact and respond to the needs and requests of Municipal Council when requested, and appropriately, through the direction of the Chair;
- As a representative of HHC, contribute to the HHC's positive relationship with Partners, Clients and Stakeholders.

### **Director Qualifications:**

The HHC Director position requires professional business acumen and a strategic development skill set.

Business acumen may be demonstrated by experience in leadership roles in a competitive public or private business environment, and/or a combination of extensive business experience and related education. A background in community development activism, volunteerism and/or leadership is a definite asset.

In addition, the Director must possess an understanding of board governance models and fiduciary duty. Excellent communication skills and the ability to work effectively as part of a team are essential along with an understanding and respect for ethical business practices. Knowledge of, and/or a willingness to gain knowledge, of best practices and trends in the Housing sector is a tremendous asset.

He or she has demonstrated skills or abilities in two or more of the following areas:

- Business or industry knowledge in general;
- Experience with housing, affordable housing;
- Economic development knowledge;
- Entrepreneurial knowledge and skills;
- Business development experience or knowledge;
- Marketing experience or knowledge;
- Demonstrated relationship-building skills;
- Demonstrated problem-solving skills;
- Good governance;
- Financial literacy;
- Legal literacy.

### **Director Competencies:**

In addition to the core competencies of business acumen, board and governance experience, leadership abilities, integrity, effectiveness, and excellent interpersonal and communication skills, the dynamic experience and backgrounds of the Director will collectively demonstrate the following competencies necessary to effectively govern the Hornepayne Housing Corporation:

- A) **Corporate/Executive Leadership/Entrepreneurial Experience:**  
A proven track record of operating and/or executive leadership and/or entrepreneurial experience;
- B) **Community Profile:**  
Possess community and political credibility, reputation, profile, expertise, contacts, and networks valuable to the HHC;
- C) **Financial Management:**  
Possess financial literacy and the ability to accurately assess financial statements, business plans, economic analyses, etc.;
- D) **Industry Knowledge:**  
Possess many of the requisite skills, knowledge and experience; has and maintains current technical knowledge specific to the Township of Hornepayne's strategic and housing priorities;
- E) **Legal/Regulatory/Risk Management:**  
Understand legal and regulatory environments, compliance and controls and can oversee risk management systems for a Housing Corporation.

**Term:**

The term of a Board Directors shall be as follows:

- A) Council Members to be appointed for four (4) year terms;
- B) Community members to be appointed for a three (3) year term for the Corporation start-up and thereafter, and at such time as necessary to fill Board vacancies, the replacement of the Community positions will occur as follows:
  - (i) One (1) Community member to be appointed for a two (2) year term;
  - (ii) One (1) Community member to be appointed for a three (3) year term; and,

- (iii) One (1) Community member to be appointed for a four (4) year term.

This appointment system will ensure consistency in Board knowledge despite changes in directorship.

### **Eligibility Requirements:**

In order to be eligible for Directorship on the Board, a person must meet the following minimum requirements:

- He or she is at least 18 years of age;
- He or she is not an undischarged bankrupt;
- He or she is not in a position of real or perceived conflict with respect to the goals and objectives of the HHC;
- He or she resides or owns property in Hornepayne;
- He or she possesses business judgment and an ability to think strategically;
- He or she possesses the competencies and behaviors required of individual Directors of the HHC;
- He or she understands the difference between governance responsibilities and day-to-day management;
- He or she shall make himself or herself available when needed or required;
- He or she shall work effectively and constructively with HHC colleagues and with Management as a team player;
- He or she demonstrates integrity and high ethical standards; and,
- He or she shall refrain from any outside business or personal activities that could be construed as a conflict of interest.