

OMSSA Board of Directors

Nomination and Application Form (2025-2027 Term)

NOTE: Please review the following before completing and submitting this form:

- [Nominee Eligibility](#)
- [Nominator Eligibility](#)

INSTRUCTIONS

To apply to be a member of the Ontario Municipal Social Services Association's Board of Directors, you must:

1. Complete this form in its entirety, including the signatures (digital or otherwise) of the nominee and nominator.
2. Save the completed form as a PDF.
3. Submit all three of the following materials (as attachments) by email:
 - Completed **Nomination and Application Form**
 - brief biography or CV** highlighting the nominee's relevant professional experience
 - A photo (headshot)** of the nominee (*photos should be at least 500 KB*)

Nomination Deadline: Friday, April 4, 2025 by 5 p.m.

How to Submit: Nominations should be submitted by email to info@omssa.com (to the attention of Henry Wall, OMSSA President), with "OMSSA Board of Directors Nomination" in the subject line.

Questions: If you have any questions about the nomination and application form, the nomination process, or nominee and nominator eligibility, please contact OMSSA at info@omssa.com.

NOMINATION AND APPLICATION FORM

PART 1: NOMINEE INFORMATION

Full Name: _____

Organization: _____

Job Title: _____

Work Email: _____

Work Phone: _____

Personal Phone: _____

Nominee Conflict of Interest Disclosure Statement

Directors must avoid conflicts between their self-interest and their duty to the corporation. In the space below, please identify any relationship you may have with any organization or individual that may create a conflict of interest, or the appearance of a conflict of interest by virtue of being appointed to OMSSA's Board of Directors.

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PART 2: NOMINATOR INFORMATION

Full Name: _____

Organization: _____

Job Title: _____

Work Email: _____

Work Phone: _____

Personal Phone: _____

NOTE:

Please review [Nominator Eligibility](#) to ensure that the nominator meets the criteria to be eligible to act as a nominator for this nominee.

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PART 3: NOMINEE QUALIFICATIONS AND EXPERIENCE

The board seeks a complementary balance of knowledge, skills and experience. **Please use the checklist below to indicate your level of skill or experience in each area** (it is not expected that nominees will possess skills and experience in all of the areas listed below).

<p>Sector-specific (human services) knowledge</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>
<p>Strategic Planning</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>
<p>Critical Thinking</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>
<p>Business Management</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>
<p>Human Resources Management</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>
<p>Government and Government Relations</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>
<p>Political Acumen</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>
<p>Risk Management</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>
<p>Financial Expertise</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>
<p>Governance</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>
<p>Public Affairs and Communications</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>
<p>Ethics</p> <p><input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced</p>

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Please describe any additional knowledge, skills and experience you can bring to the Board:

Please provide details on any current or prior board / governance experience:

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Please provide details on any experience you may have working for or with similar sector organizations (municipal or human services associations, etc.):

Which areas of OMSSA's Board's work are of particular interest to you?

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PART 4: NOMINATOR AND NOMINEE DECLARATION

NOMINATOR DECLARATION

I, _____ a Lead / Delegate of OMSSA, wish to nominate
(nominator's full name)

_____ for election to OMSSA's 2024-2026 Board of Directors.
(nominee's full name)

Signature: _____ **Date:** _____

NOMINEE DECLARATION

I, _____ agree to accept this nomination as a candidate for
(nominee's full name)

election to the OMSSA Board of Directors for a two-year term.

By submitting this application, I declare the following:

- a. I meet the eligibility criteria and accept the conditions of the appointment set out above and below.
- b. I certify that the information provided in this application and in my resume and / or biographical summary is true.

Signature: _____ **Date:** _____

APPENDIX A: NOMINEE ELIGIBILITY

Basic Eligibility Criteria and Conditions

1. Directors must be at least 18 years old.
2. Undischarged bankrupts are ineligible to serve as Directors.
3. A Director is expected to commit the time required to perform board and committee duties. The minimum time commitment is 10-15 hours per month.
4. Directors must fulfill the requirements and responsibilities of their position. For example, preparing for and attending board and committee meetings, upholding their fiduciary obligations and working cooperatively and respectfully with other board members. Directors must comply with legislation governing the corporation, the corporation's by-laws and policies and other applicable rules.
5. Directors will be required to sign a Declaration confirming their agreement to adhere to their fiduciary duties and board / corporate policies.

Diversity and Representation

OMSSA is committed to recruiting candidates for the Board that reflect the diversity of its membership and the communities they serve, including: demographic, linguistic, economic, geographic, gender, cultural, ethnic, and sectoral (i.e. housing and homelessness, children's services, income security, and emergency services).

OMSSA encourages nominations in particular from individuals from racialized groups and Indigenous people to ensure that our board is reflective of the racial diversity of the populations its members serve.

Skills, Knowledge and Expertise

The OMSSA Board of Directors will reflect a complimentary mix of skills, knowledge and expertise. The skills, knowledge and expertise that will be considered include (in no specific order):

- Sector specific (human services / municipal / DSSAB) knowledge and experience
 - Housing and Homelessness ***(Housing sector experience is preferred)**
 - Children's services
 - Income security
 - Emergency services
- Strategic planning
- Critical thinking

- Business management
- Human resources management
- Government and government relations
- Political acumen
- Risk management
- Financial expertise
- Board and governance
- Public affairs and communications
- Ethics
- Demographic considerations

Behavioural Qualities

The Board requires all Board members to:

- commit and adhere to the vision, mission and core values of the organization;
- act with honesty and integrity;
- understand a Director's role and fiduciary duties, and the role of the Board;
- think strategically;
- work as part of a team;
- communicate effectively;
- have or commit to acquire, financial literacy appropriate to OMSSA as a non-profit organization and the scope of OMSSA's activities;
- be willing to devote the time and effort required to be an effective Board member, including attendance at Board orientation, Board retreats, Board meetings, committee meetings and association events;
- be free of conflicts that would impede a Director's ability to fulfill his or her fiduciary duties; and,
- demonstrate the ability to recognize and manage specific conflicts of interest that arise from time to time.

APPENDIX B: NOMINATOR ELIGIBILITY

An update to OMSSA's by-laws (approved October 23, 2019) resulted in changes to our voting and "Lead" designation process, as outlined below:

- *Each member organization will have **one designated Lead ("Delegate")***
- ***All other staff members of an OMSSA member organization are considered "Associate Members," and retain full access to OMSSA member services and member pricing for paid services (workshops, conferences, webinars, job board postings, etc.).***

Nominator Eligibility: Who Can Nominate Someone to OMSSA's Board?

A. If the nominee is an "Associate Member" (a staff person of an OMSSA member organization other than the designated Lead / Delegate):

- They must be **nominated by the designated Lead / Delegate for their organization**

B. If the nominee is the designated Lead / Delegate for their organization:

- They must be **nominated by a Lead / Delegate from another OMSSA member organization**

Please consult the list on the next page to determine who the designated Lead / Delegate is for each of OMSSA's 47 member organizations.

APPENDIX C: OMSSA MEMBER LEADS (“DELEGATES”)

City of Brantford	Mary Musson	Senior Director, Community Services & Social Development Commission
City of Cornwall	Lisa Smith	Interim General Manager of Human Services
City of Greater Sudbury	Brendan Adair	Acting General Manager of Community Development
City of Hamilton	Angela Burden	General Manager of Healthy and Safe Communities Department
City of Kawartha Lakes	Cheryl Faber	Director, Human Services
City of Kingston	Jayne Hartley	Director, Housing and Social Services Department
City of London	Kevin Dickins	Deputy City Manager Social and Health Development
City of Ottawa	Clara Freire	General Manager of Community and Social Services
City of Peterborough	Rebecca Morgan-Quin	Director of Social Services
City of St. Thomas	Heather Sheridan	Director of Social Services
City of Stratford	Kim McElroy	Director of Social Services
City of Toronto	Tom Azouz	Interim Deputy City Manager
City of Windsor	Andrew Daher	Commissioner, Human and Health Services
Counties of Leeds & Grenville	Alison Tutak	Director, Community and Social Services
Counties of Prescott & Russell	Sylvie Millette	Director, Social Services
County of Bruce	Tina Metcalfe	Director, Human Services
County of Dufferin	Brenda Wagner	Administrator, Long Term Care
County of Grey	Anne-Marie Shaw	Director of Community Services
County of Hastings	Jamie Lynne Osmond	Director, Community and Human Services
County of Huron	Barbara Hall	Director, Social and Property Services, OW Administrator
County of Lambton	Valerie Colasanti	General Manager, Social Services Division
County of Lanark	Emily Hollington	Director, Social Services
County of Norfolk	Stephanie Rice	Director, Social Services & Housing

County of Northumberland	Glenn Dees	Director of Health and Human Services
County of Oxford	Rebecca Smith	Director of Human Services
County of Renfrew	Andrea Patrick	Director of Community Services
County of Simcoe	Mina Fayez-Bahgat	General Manager, Social and Community Services
County of Wellington	Luisa Artuso	Social Services Administrator
District of Algoma	Keith Bell	Chief Administrative Officer
District of Cochrane	Brian Marks	Chief Administrative Officer
District of Kenora	Henry Wall	Chief Administrative Officer
District of Manitoulin-Sudbury	Donna Stewart	Chief Administrative Officer
District of Muskoka	Arfona Zwiers	Commissioner of Community and Planning Services
District of Nipissing	Melanie Shaye	Chief Administrative Officer
District of Parry Sound	Tammy MacKenzie	Chief Administrative Officer
District of Rainy River	Charene Gillies	Chief Administrative Officer
District of Sault Ste. Marie	Mike Nadeau	Chief Executive Officer
District of Thunder Bay	Ken Ranta	Chief Executive Officer
District of Timiskaming	Mark Stewart	Chief Administrative Officer
Municipality of Chatham-Kent	Jodi Guilmette	General Manager, Health and Human Services
Prince Edward-Lennox & Addington	Lynn Chenier	Director of Social Services
Regional Municipality of Durham	Stella Danos-Papaconstantinou	Commissioner, Social Services
Regional Municipality of Halton	Alex Sarchuk	Commissioner, Social and Community Services Department
Regional Municipality of Niagara	Henriette Koning	Commissioner of Community Services
Regional Municipality of Peel	Steve Jacques	Commissioner of Human Services
Regional Municipality of Waterloo	Peter Sweeney	Commissioner of Community Services
Regional Municipality of York	Lisa Gonsalves	Acting Commissioner of Community and Health Services