



## Innovation Guelph Board Member

### Position Description

Innovation Guelph is looking for well positioned, community focused individuals to join our Board and help us fulfill the strategic vision. This is a non-paying governance board position.

*Can you help Innovation Guelph reach new heights? Do you want to help us make a difference in Guelph and the surrounding region?*

### About Innovation Guelph

Innovation Guelph (IG) is spearheading innovative approaches for prosperity and community wellbeing. It helps ideas start, grow, and thrive by cultivating entrepreneurs, developing powerful partnerships, and supporting innovative initiatives that transform the way we do things in business and in our community. Please visit [www.innovationguelph.ca](http://www.innovationguelph.ca) to learn more.

Innovation Guelph's programs, supporting start-ups and small to medium sized companies (SMEs), are among the most effective business coaching and advancement programs in Ontario. Innovation Guelph is also leading Guelph's commitment to develop and support women entrepreneurs. In 2014 we launched the Rhyze Project, which aimed to increase the number of women-run businesses in our region from 18% to 30% by 2025. As of March 31, 2018, we're proud to report that 48% of Innovation Guelph start-up clients are women-led as are 35% of all active clients, including SMEs! Innovation Guelph also supports local initiatives aimed at strengthening community, helping non-governmental organizations build sustainable business models, and promoting business as a positive force.

### Duties of an Innovation Guelph Board Member

- Attend all Board and assigned sub-committee meetings as requested;
- Work with CEO to establish strategic directives;
- Adhere to Innovation Guelph Vision, Mission and Core Values;
- Act as an IG ambassador in the community and within stakeholder circles to advance the corporate goals and agenda;
- Contribute to the development of and approve the Strategic Plan of Innovation Guelph within the context of existing and new funding agreements and conduct a review of the Strategic Plan as part of a regular annual planning cycle;
- Ensure that decisions are consistent with various funding agreements, Innovation Guelph Vision, Mission, Core Values and Strategic Plan;
- Ensure that key goals are formulated as part of the annual business plan and Accountability Agreement with various funding organizations that help Innovation Guelph accomplish its Mission and actualize its Vision in accordance with Innovation Guelph's Strategic Plan;
- Monitor and measure corporate performance periodically against the approved Strategic Plan, business plans, and accountability agreement, directing management to take corrective action as required.

### Key Accountabilities

- Personal and professional integrity and informed judgment;
- Ability to provide wise counsel, ask relevant questions at a strategic level, and to think critically;
- An understanding of governance including the roles and responsibilities of the Board and individual Directors and the difference between governance and management;

- Ability to work and communicate effectively as a Member of the team with other Members of the Board and senior management;
- Ability and willingness to commit the necessary time to participate in Board orientation and continuing education, Board meetings, committee meetings, retreats, Innovation Guelph events and meeting preparation;
- Ability to be free of actual or perceived conflicts of interest;
- Enthusiasm for the role and its demands; and
- Ability and willingness to represent Innovation Guelph as required within the community it serves.

#### **Experience & Qualifications**

- Finance /accounting;
- Government relations;
- Legal;
- Diverse life & professional experience;
- Business management, entrepreneurship, and/or not-for-profit executive;
- Communications, media and public relations;
- Community involvement;
- Corporate governance;
- Corporate culture development and human resources;
- Information management systems;
- Procurement/ contract management; and
- Quality, risk management and performance measurement.

#### **Commitment & Compensation**

- The Innovation Guelph Board is a non-operational board. This is solely a governance role.
- The Board meets five or six times per year, and sub-committees meet up to eight times per year.
- This is a volunteer board position.

#### **How to Apply**

Submit your cover letter and CV, via email, to:

#### **Erin Skimson**

Chair, Governance Committee

[info@innovationguelph.ca](mailto:info@innovationguelph.ca)

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***The deadline for consideration is May 25, 2018.***

We thank all applicants for their interest in the position. Qualified candidates will be notified regarding interviews.