Position Description
Director
Dryden Development Corporation

Directors contribute to the successful governance of the Dryden Development Corporation (DDC) and are active and 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 DDC, as outlined in the By-Law enacting the DDC;
- Attend DDC meetings, the Annual General Meeting and any special or sub committee meetings of which they are a part;
- Prepare fully for the meetings of the DDC and any sub committees of which the Director is a member;
- Contribute knowledgeably and meaningfully to the DDC and sub Committee deliberations inside and outside of meetings;
- Participate in decision-making in respect of strategic direction and management of the DDC as a project-based, business-led and community-supported enterprise.
- Provide leadership, direction and support to the DDC's Economic Development Manager (EDM) in setting Corporate Policies and in execution of the DDC's Strategic goals;
- Interact and respond to the needs and requests of City Council when requested and appropriately through the direction of the Chair;
- As a Representative of the DDC, contribute to the DDC's positive relationship with Partners, Clients and Stakeholders including City Council, City Staff and Outside Funders.

Director Qualifications:

The DDC Director position requires professional business acumen and extensive community networks. Business acumen may be demonstrated by experience in leadership roles in a competitive business environment (industry, proprietorship or entrepreneurial) and/or a combination of extensive business experience and related education. A background in community activism, volunteerism and/or leadership is a definite asset. In addition, the Director must possess an understanding of board governance models and meeting and committee protocols obtained through previous board and/or committee experience. Excellent communication skills and the ability to work effectively with a team are essential along with an understanding and respect for ethical business practices.

Knowledge of and/or willingness to gain knowledge of Economic Development best practices and trends is a tremendous asset.

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

- Business or industry knowledge in general;
- Business or industry knowledge related to one of Dryden's key Strategic Areas (Education, First Nations, Forestry, Health, Mining, Tourism, Transportation) ;
- Economic development knowledge;
- Entrepreneurial knowledge and skills;
- Business development experience or knowledge;
- Marketing experience or knowledge;
- Demonstrated relationship-building skills;
- Demonstrated problem-solving skills;
- Governance;
- Financial literacy;
- Legal literacy.

Director Competencies:

In addition to the core competencies of Business Acumen, Board and Governance Experience, Leadership Abilities, Integrity and Effectiveness, and Excellent Interpersonal and Communication Skills, the dynamic experience and backgrounds of the Director will collectively process the following competencies necessary to effectively govern the Dryden Development 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/networking base etc. valuable to the DDC;

C) **Financial Management:** Possess financial literacy/accounting or related financial management expertise;

D) **Human Resources:** Possess human resource expertise, including labour relations and compensation and benefit experience;

E) **Industry Knowledge:** Possess many of the requisite skills, knowledge and experience; has and maintains current technical knowledge specific to Dryden's Strategic Priorities as well as economic development trends;

F) **Legal/Regulatory/Risk Management:** Understand legal and regulatory environment, compliance and controls and can oversee risk management systems for a Community Development Corporation.

Term:

One (1) – three (3) years commencing January 1, 2011 with a Board Orientation in the Fall of 2010.

Requirements:

In order to be eligible for membership 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 conflict, real or perceived, with the goals and objectives of the DDC;
- He or she resides or owns property in Dryden or the immediate service area.
- Work diligently to see the City's Economic Strategic priorities implemented;
- Possess business judgment and an ability to think strategically;

Requirements: (Cont'd)

- Possess the competencies and behaviours required of individual Directors of the Dryden Development Corporation;
- Listens carefully and apply one's skills, experience and knowledge effectively to strategic issues facing the DDC;
- Asks appropriate questions of Management so as to add value and encourage discussion of key issues;
- Understands the difference between governance responsibilities and day-to-day management;
- Makes himself or herself available when needed;
- Works effectively and constructively with DDC colleagues and with Management as a team player;
- Demonstrates integrity and high ethical standards; and,
- Refrains from any outside business or personal activities that could be construed as a conflict of interest.