



Co-operative Development
Foundation of Canada

SINCE 1947

CDF BOARD OF DIRECTORS CANDIDATE APPLICATION FORM

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2025 CALL FOR APPLICATIONS



Candidate Application Form

Please provide a short professional biography (max 150 words)

Name	
City & Province of Residence	
Employer's Name	
Employer's Address	
Job Title	
E-mail	
Telephone	
List Professional Designation(s)	
List Current Affiliation(s) e.g. Associations	
Industry Representation e.g. Credit Union, Mutuals, Co-operatives	

Leadership Experience within the sector: Please list your past or current roles and responsibilities relevant to the Board position, starting with the most recent.

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Statement of Purpose: Please submit a brief statement elaborating your reason for submitting your candidacy for the Board of Directors (max 200 words)

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REPRESENTATION

1. Have you ever been, or are you currently, a CDF Donor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Geography Representation (Province)		
3. Languages Spoken and Written Fluently	English	<input type="checkbox"/>
	French	<input type="checkbox"/>
	Spanish	<input type="checkbox"/>
	Other: _____	

COMPETENCY RATING GUIDE

When preparing to complete the Competency Self-Assessment, please review the descriptions below and insert your appropriate point rating in the Competency Self-Assessment form.

COMPETENCY LEVEL	DESCRIPTION (Experience / Qualifications)
Low – 1 point	<ul style="list-style-type: none"> • Little to no knowledge of the competency. • Does not understand terminology and cannot identify skills and attributes associated with the competency.
Basic – 2 points	<ul style="list-style-type: none"> • Some knowledge of the competency. • Understands terminology and can identify skills and attributes associated with the competency.
Good – 3 points	<ul style="list-style-type: none"> • Good understanding of the fundamentals of the competency gained through an appropriate combination of education, working knowledge, previous Board experience and completion of introductory Director training. • Sufficient knowledge and experience to apply concepts to less complex issues.
Strong – 4 points	<ul style="list-style-type: none"> • Significant understanding and expertise of the competency gained through an appropriate combination of education, practical work experience, previous Board experience and completion of advanced Director training. • Participates fully in Board analysis, discussion and debate on more complex issues. • Ensures sufficient information is provided to support analysis and recommendations. • Uses knowledge to mentor new Directors and provide greater understanding of competency. • Challenges management's assumptions when needed and speaks out appropriately at Board meetings. • Makes significant contributions to long-range planning.
Expert – 5 points	<ul style="list-style-type: none"> • Expert understanding of the competency gained through an appropriate combination of direct practical working experience in a senior position or function, previous Board experience, professional designation, qualification or degree in the subject matter and completion and accreditation of a Director training program. • Participates fully in Board analysis, discussion and debate on more complex issues. • Ensures sufficient information is provided to support analysis and recommendations. • Uses knowledge to mentor new Directors and provide greater understanding of competency.

	<ul style="list-style-type: none"> • Interprets complex data to contribute new knowledge in the competency areas. • Provides expert analysis and advice on complex issues. • Challenges management's assumptions when needed and speaks out appropriately at Board meetings. • Makes significant contributions to long-range planning.
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COMPETENCY SELF-ASSESSMENT

Please complete the competency self-assessment form below using the Competency Rating Guide. Once you determine your rating, insert the related point value in the Rating column to the right of the competency description.

	Rating
Business Development	
Well-developed insight and experience with revenue opportunities, including emerging markets where partnerships are anticipated or being pursued.	
Change Management	
Ability to manage and enable the process of change and transition for the organization at a Board level.	
Communications	
Demonstrates an appropriate level of knowledge and understanding of effective communication. Able to motivate, influence, and support others to accomplish organizational goals.	
Financial Management	
Experience interpreting financial statements, evaluating financial health, and understanding internal controls. Able to investigate significant issues or 'red flags' at the Board level.	
Fundraising	
Profound understanding of donor-cause relationships. Applies prior experience to achieve fundraising impact and outcomes.	
Sector and Technical Knowledge	
Experience and knowledge of the organization's sector, along with specialized skills to support Board decision making.	
Human Resources	
Ability to foster strong leadership and performance culture. Experience with ED selection, performance assessment, coaching, and succession planning.	
Leadership	
Inspires and motivates others. Uses leadership experience to support the ED in achieving organizational goals.	
Marketing	
Knowledge and understanding to guide the organization in developing, implementing, and evaluating marketing strategies.	
Risk Management	

Knowledge of risk management frameworks to identify, measure, and manage significant risks that may impact organizational success.	
Strategic Planning	
Strong understanding of strategic planning and implementation at the Board level. Considers broad influences and long-term impacts of Board decisions.	
Governance & Ethics	
Experienced in corporate governance, stakeholder duties, conflict of interest avoidance, and fiduciary responsibilities.	

