



**COMMUNITY FUTURES ESSEX COUNTY**  
The UNconventional Lender

**DÉVELOPPEMENT DES COLLECTIVITÉS COMTÉ D'ESSEX**  
Le créancier distinct

Thank you for your interest in the Board of Directors of Community Futures Essex County. We are a federally funded not-for-profit organization administering the Community Futures program in Essex County. It is a rural economic development program with a focus on providing loans to small and medium-sized businesses who are not able to secure suitable funding through traditional sources. We often partner with other lending institutions to provide a full lending solution.

Our approach to lending is holistic, we listen to the client's story, and we consider how their request will assist our communities to grow and flourish. Lending decisions are made by our Board of Directors, which is composed of people who live and/or work in Essex County. They each provide a unique perspective as they come from a variety of backgrounds with different industry experience.

Our directors find their role very rewarding as they are supporting businesses to start-up and grow, creating jobs in our region.

Here are a few details you should know about being a Director for Community Futures Essex County:

- Your personal residence or place of business must be located in Amherstburg, Essex, Kingsville, LaSalle, Lakeshore, Leamington, Pelee Island, or Tecumseh;
- Board meetings are held at 4:30 p.m. on the last Thursday of each month, excluding July, August, and December.
  - o We use a Consent Agenda for the routine approvals so our meetings typically last about one hour;
  - o Most meetings are done by zoom with two in-person meetings per year;
  - o To respect the time of our Board Members, we forgo meetings in any month there is no pressing business to attend to;
  - o Occasionally an extra meeting may be scheduled for a policy review, strategic planning, or other matters which requires more in-depth Board input;
  - o Mileage is reimbursed at Treasury Board rates for travel to in-person meetings;
- Board packages are provided via SharePoint one week in advance to allow you time to prepare for meetings;
- We look to you to contribute your expertise and experience at meetings, to collaborate with the other Board Members on decisions, and to support decisions made by the Board as a whole;
- Currently all Board Members participate in our Loans Committee (not mandatory), which typically adds two to four meetings a year. Other committees are available to participate in if you would like to be more involved over time;

- Orientation is provided for all new Board Members;
- Directors are elected for a three-year term, with a maximum of three terms;
- Police clearance will be required if selected; and
- Confidentiality and Conflict of Interest documents are signed annually.

Our Board is a governance board, they are responsible for hiring and managing the General Manager, and the General Manager hires the rest of the team. The team is responsible for the day-to-day operation of the organization, and the Board is responsible for oversight. This includes budget approval, policy setting, and strategic planning. As an example, the General Manager would recommend changes to a policy, the Board would review the recommendations and provide input. The Board would then set the policy and the team would be responsible for implementing it.

The next step, if you are interested in becoming a part of our Board of Directors, is to complete an application form and provide a resume or CV. The Nominating Committee will review your application, and an interview date will be set. If you are selected, and there is a current opening on the Board, you will be invited to attend the next 2 meetings as a guest so you can observe our meeting process and meet the other Board Members before making your final commitment. If there are no current openings on the Board, you will be added to our roster of potential Board Members for consideration when an opening becomes available.

I wish to thank you again for your interest. I am pleased to answer any questions you may have, and to send you an application form if you wish to proceed.

Regards,



Diane Malenfant  
General Manager