



## Volunteer Opportunity – CIP Representative

Council Member on the Central Experimental Farm Advisory Council representing the Canadian Institute of Planners (one position)

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### Description

The Central Experimental Farm (CEF) was designated a National Historic Site on February 4, 1998 in a joint announcement by Parks Canada and Agriculture and Agri-Food Canada (AAFC). This designation is symbolic of agriculture's important contribution to Canada's social and economic development and the role that the CEF continues to play in agri-food research.

As steward for the CEF, AAFC seeks to engage the public more fully in the future management of the CEF site. In order to do so, the Department established an Advisory Council (CEFAC), which CIP has been member of for over 6 years.

The CEF Advisory Council serves as an important means of obtaining public input and will provide advice and recommendations in order to assist AAFC in its stewardship role. The full Terms of Reference for CEFAC can be viewed [here](#).

Advisory Council members are expected to actively solicit the views and opinions of their sector and their representative organization's membership, so that they may provide informed advice and recommendations to AAFC. In this role, the CIP Representative provides a planning perspective and engages the CIP membership on behalf of the Advisory Council.

### Duties & Responsibilities

CIP's CEFAC Representative:

- Will receive training by CIP staff to ensure a successful transition
- Must review and comprehend the CEFAC Terms of Reference
- Must attend all CEFAC general meetings (minimum two per year) in Ottawa. Where a representative is unable to attend a meeting, prior notice must be given to CIP staff in order to arrange a proxy or alternate with the CEFAC Chair
- Must act as the point of contact between CIP and CEFAC and must report regularly to the CIP Board
- Responsible for soliciting input from the membership, Board of Directors and/or CIP staff on behalf of CEFAC

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- Responsible for raising awareness/understanding of CEFAC mandate and to foster a positive relationship between CEF and members of the public
- Responsible for staying informed and current about CEF issues and news
- Must adhere to CIP's External Representation policies
- Must sign the CIP Conflict of Interest and Code of Conduct policies

## **Qualifications and Competencies**

CIP's CEFAC Representative:

- Must be a CIP Member in good standing.
- Should have strong interest in agriculture, heritage planning and/or science.
- Must be an experienced professional planner.
- Should have knowledge of CIP's historic and current initiatives.
- Should have knowledge about the [Central Experimental Farm](#), its history and current programs.
- Must have strong interpersonal and communication skills, including experience in effective stakeholder engagement.
- Should have expertise in the development and implementation of management plans and other strategic planning matters.
- Must be willing to represent CIP, while supporting the CEF Advisory Council's mandate.
- Must have the time and capacity to commit to this volunteer position, as described in the Duties and Responsibilities.

## **Term**

The term of office for the CEFAC Representative shall be two years, which may be renewed for a further two years, contingent upon satisfactory completion of a first term. The expected level of effort for this position will average approximately two hours per month.

## **Conditions**

At minimum, the CIP Representative will provide semi-annual status reports to the CEO to include in the Board meeting package. Using the standardized report template the Representative will outline their activities, issues, action items, knowledge/information transfer activities, and accomplishments.

The CIP Representative is responsible for all costs associated with travel and participation in the CEFAC meetings, which are held in Ottawa semi-annually.

## **Diversity**

CIP offers equal volunteer opportunities to all qualified individuals without regard to race, colour, ethnicity, religion, gender, age, national origin, disability, sexual orientation, or appearance. CIP is a national organization, and wishes to engage with current and future members across all our regions. To reflect CIP's diverse membership and that of the Canadian population, as well as to encourage representation from across our organization, CIP may give preference to applicants from an under-represented segment of the population to promote our values of diversity, equality, and inclusion.