

## **Chair-Elect: Requirements & Competencies**

*(The Chair-Elect will automatically assume the role of Chair upon completion of their two-year term.)*

### **Required Experience**

- Current or previous experience as a Director on OPPI Council.
- Demonstrated leadership within the profession, such as:
  - Serving on an OPPI program or standing committee.
  - Holding a board or committee position with a related organization (e.g., CIP, PSB, AMO, BPUA, MIIPOC, BPP, DIAC, CDAO, ULI, ITE).
  - Active engagement in industry events and initiatives.
- Experience chairing meetings, with an understanding of not-for-profit governance.

### **Strategic Vision & Commitment**

- Deep understanding of, and commitment to, OPPI's Vision, Mission, Values, and Strategic Plan.
- Ability to uphold and communicate OPPI's objectives to diverse audiences.

### **Communication & Public Engagement**

- Strong public speaking and presentation skills, and/or media/interview experience.
- Ability to speak confidently and effectively at short notice across various platforms (in-person, virtual, or written communication).
- Excellent writing skills, with the ability to contribute to or edit organizational materials, position papers, and external communications while maintaining OPPI's tone and approach.

### **Governance & Executive Oversight**

- Experience in executive leadership, including performance evaluation and mentorship.
- When Chair, ability to oversee and collaborate with OPPI's Executive Director, including goal setting, regular check-ins, and performance reviews in coordination with the Executive Committee will be required.

### **Key Leadership Qualities**

- Composure under pressure in public, private, and digital communications.
- Strong analytical and conceptual thinking skills.
- Ability to remain neutral and objective, balancing personal and professional perspectives.

- A motivating and inspiring presence, with the ability to engage and support volunteers, students, and candidates.
- Professionalism, positivity, and integrity in all interactions.

## Time Commitment for Chair-Elect

*(Years 1 & 2 of the 4-Year Term)*

*\*Before committing, it is essential to ensure that your employer or business partners fully support this four-year leadership role due to its time requirements.*

### Internal Responsibilities (Governance & Operations)

- **Council Meetings:** 4–5 per year, spread over two days (virtual/in-person)
- **Committee Participation:**
  - **Executive Committee:** 4–5 per year
  - **Governance & Nominations Committee:** 8–9 per year
  - **GPR (Government & Public Relations) Committee:** Monthly meetings
  - **Audit Committee:** 2–3 per year
  - *(Most committee meetings are virtual and last 60–90 minutes.)*
- **Leadership Transition (Year 2):**
  - Join **Executive Director & Chair touch-base meetings** (as available).
  - Attend **two-day governance training** with the Executive Director (typically held outside Ontario/Canada).

### External Responsibilities (Public Engagement & Representation)

- **Annual OPPI Events:**
  - **OPPI Annual Conference, Members Meeting & PlanON Awards** (5 days in September).
  - **The Connective Conference:** 3 days in April.
- **Speaking & Representation:**
  - Serve as **back-up to the Chair** at meetings with government officials, industry partners, and stakeholder events.
  - Attend or speak at **4–6 full-day in-person meetings** and **8–10 virtual meetings** annually.

- Participate in **4–6 speaking engagements** at events, schools, or social functions (some with short notice).

### **Time Commitment for Chair**

*(Years 3 & 4 of the 4-Year Term)*

As Chair, you will assume primary leadership responsibilities for OPPI, requiring a significant time commitment.

### **Internal Responsibilities (Governance & Operations)**

- **Executive Oversight:**
  - Weekly or bi-weekly **meetings with the Executive Director** (virtual, 60–90 minutes).
- **Council & Committee Participation:**
  - **Council Meetings:** 4–5 per year spread over two days (virtual/in-person).
  - **Executive Committee Meetings:** 4–5 per year (additional meetings as needed based on Council priorities).
  - **Planning Alliance Forum (PAF) Meetings:** Quarterly (4 per year, 90 minutes each).
- **Administrative & Member Communications:**
  - Responding to **Council and member emails/calls** – approximately 6 hours per week.
  - Reviewing and **proofing member communications, OPPI materials, and presentations** – approximately 6 hours per month.

### **External Responsibilities (Public Engagement & Representation)**

- **Major Conferences & OPPI Events:**
  - **CIP Annual Conference:** Minimum 3-day commitment each July (optional full 5-day participation).
  - **Chair OPPI’s Annual Members Meeting & Annual Conference:** 5-day commitment in September, including leadership at the **PlanON Awards**.
  - **The Connective Conference:** 3-day commitment each April.
  - **AMO, OACA, and other conferences/events as invited (1-2 days each)**
- **Speaking Engagements & Media Relations:**
  - **Presentations at universities** (engaging students) – approximately 6 per year.
  - **Media inquiries and scheduled interviews** – approximately 8 per year (may fluctuate based on organizational priorities).
- **Meetings & Networking Events:**

- **Representation at government, industry, and OPPI-related meetings** – approximately 6 per month.
- **Attendance at evening networking events** (e.g., District, UWPAT, ULI Chiefs) – approximately 4 - 8 per year.

**NOTE:**

One important note to the above commitments is that the OPPI Staff Leadership Team are fully supportive of all roles and responsibilities. Examples include preparation of meeting materials including agendas, meeting materials and minutes, speaking notes/presentation, travel/conference arrangements where required, responding to e-mails where appropriate and supporting Council initiatives either on own or through committees or suppliers.