

SELF-ASSESSMENT QUESTIONNAIRE

OPPI has developed this self-assessment questionnaire to help support your interest in serving as a Director on OPPI Council for a two-year term. This questionnaire is for your personal use and does not need to be submitted to OPPI at any point during the nominations process. Please note that in reviewing candidates, OPPI's goal is to ensure that there is diversity in every way possible including demographics, sector, practice area, and geographic location.

Becoming an OPPI Council Director provides you with a unique and rewarding opportunity to lend your expertise and experience to advance the regulatory and strategic work of OPPI. This is an esteemed role that requires time, dedication, and commitment to OPPI's Vision, Mission, Values and Strategic Directions. Read our [INSPIRE: OPPI Strategic Plan 2025](#) to learn more.

Our Council, which currently has 13 members, comes together quarterly for generative conversations and to make important decisions that establish the path forward for the Institute and the planning profession in Ontario. Feed your energy and passion to contribute to that future by joining the OPPI Council.

Can I meet the following requirements related to the application and interview process?

- I am an OPPI member in good standing.
- I have a proven track record of volunteerism and am ready to dedicate my time, skills, and energy to the success of OPPI.
- I have the necessary support to fulfill my responsibilities and time requirements of a Council member from my employer and family.
- I am prepared to reach out to three references to endorse my nomination. *Note: completed applications must include these references. Full members must have references from three full members.*
- I am open to taking on additional assignments/roles that align with my interests
- I have reviewed [INSPIRE: OPPI Strategic Plan 2025](#) and I support OPPI's Vision, Mission, Values, and its future vision.
- I acknowledge that the application process will take a minimum of 10-15 minutes; I will need to submit an updated resume and a completed application form.
- Serving as a Council Director for OPPI requires a mix of professional experience, leadership skills, and personal traits that align with the organization's mission.

Time Commitment Required:

- OPPI Council convenes for an in-person meeting at OPPI headquarters (at the Yonge-Sheppard Center in Toronto) four times per year, quarterly.
- The meeting schedule is agreed to and published one year in advance.
- In-person meetings begin on a Thursday afternoon at 1:00 p.m. with a strategic discussion or workshop followed by a dinner, and then Council business is dealt with on Friday until approximately 12:00 p.m.
- Transportation, accommodation, meals, and/or travel reimbursement are provided based on OPPI's Travel Policy.
- If an OPPI Council member is unable to travel to a meeting, a Teams option to join the meeting will be available. Additionally, if government protocols prevent in-person gatherings, the quarterly meetings will be held via Teams.
- There is a possibility that additional Teams meetings may be scheduled throughout the year to deal with important matters. These meetings tend to be scheduled for 1.5 hours and are focused on one or two specific agenda items.
- OPPI Council members also attend OPPI's annual conference which is typically held in September and participate in the Annual Members Meeting (AMM), held in June.
- OPPI Council members are also asked to participate in workshops focusing on leadership skills, governance, and strategic planning.

Self Assessment:

Here's a self-assessment to evaluate whether you're ready for such a role. Consider the following key areas:

1. Professional Expertise

- **Do you have industry-specific knowledge?**
 - Have you worked in the industry long enough to understand its challenges, opportunities, and evolution as a profession?
- **Do you have leadership experience?**
 - Are you in a leadership position or interested in a leadership position within your organization?
 - Do you have experience making decisions on behalf of your department/organization?
- **Do you have financial literacy?**
 - Are you comfortable understanding budgets and financial statements?
 - Are you comfortable with long-term planning and/or investment strategies?

2. Strategic Thinking

- **Can you think beyond your personal interests?**
 - Are you able to prioritize the Institute's goals over your own or your organization's interests?
- **Do you have experience in strategic or long-term planning?**
 - Have you been part of a strategic planning process or had to set organizational/departmental goals?

3. Advocacy and Representation

- **Can you represent the industry?**
 - Are you comfortable advocating for the industry at events, with government or industry partners, or as part of an OPPI or Government committee?
- **Do you have a strong professional network?**
 - Can you leverage your connections to help advance the Institute's strategic goals?
 - Would you be open to attending OPPI, District and/or industry events to learn or share?

4. Governance and Compliance

- **Do you understand board responsibilities?**
 - Have you been on a committee or board before?
 - Do you have some familiarity with board governance and board meeting format (agendas, meeting materials, minutes, etc.)

5. Soft Skills

- **Are you a strong communicator?**
 - Can you articulate your ideas clearly and listen actively?
- **Do you work well in a group setting?**
 - Are you open to collaboration and able to resolve conflicts constructively?
- **Do you have time to commit?**

- Can you dedicate the necessary time for meetings (including in-person at OPPI's Head Office in Toronto and attendance at the annual conference), preparation, and representation?

6. Motivation

- **Do you align with the mission?**
 - Are you passionate about advancing the goals of the OPPI and the planning community?
- **Are you motivated by service?**
 - Is your primary motivation to serve and contribute to the profession?

Reflecting on your Readiness

You can reflect on each of the above areas using a readiness scale of 1–5 (1 = Needs Improvement, 5 = Fully Prepared). If you are comfortable with your results, and want to apply, please click [here](#). For areas where your score is lower than you would like, consider ways to gain experience, such as:

- Joining a committee within OPPI. Please email info@ontarioplanners.ca. to learn more about available opportunities
- Pursuing volunteer opportunities that lead to leadership roles within your OPPI District or within another organization related or not related to planning.
- Reading articles or watching videos on board governance and/or reading & understanding financial statements or volunteering for a not-for-profit organization.