

**MILLBROOK ECONOMIC DEVELOPMENT
CORPORATION (MEDC) BOARD OF DIRECTORS
APPLICATION PACKAGE**



FEBRUARY 16, 2024

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About MEDC

Millbrook Economic Development Corporation (MEDC) was established in 1995 and has grown to become one of the largest Indigenous economic development corporations in Atlantic Canada.

MEDC is the economic and business development arm of Millbrook First Nation and provides opportunities for Millbrook First Nation Membership by creating a diverse range of economic development initiatives to aid in strengthening capacity, wealth, and improving overall well-being of the Community.

MEDC provides a laser focus on bringing economic, social, and cultural perspectives to all Millbrook economic development initiatives and leads the economic advancement for the Community through business development, land and resource development and acquisitions, labour force reinvestment and development, procurement and partnership development and socio-economic and Community development.

MEDC oversees large scale projects such as the Millbrook Power Centre and Shannon Park development and actively pursues joint venture opportunities with local, national, and international companies in a broad diversity of sectors and includes medium to large-scale industrial projects, clean tech, alternative/green energy, fisheries, and tourism.

Vision Statement

Empowering Millbrook First Nation membership by creating a diverse range of inclusive economic opportunities while optimizing our assets for future generations.

Mission Statement

To responsibly bring an economic, social, and a cultural lens to all of Millbrook's economic development initiatives.

Message to Board Applicants

Dear Board Applicant,

Wela'lin (thank you) for your interest in becoming a board member for the Millbrook Economic Development Corporation (MEDC).

We are looking for committed and diverse individuals to join our board that are interested in playing an active role in establishing MEDC's board including but not limited, to developing guiding principles and policies, implementing strategic plans, and ensuring financial stability for our corporation.

MEDC's Board will help ensure that economic development pursuits reflect Community goals and aspirations for economic development and that these priorities are appropriately reflected in the activities of MEDC. By sharing your time and expertise you will play an important role in assisting Millbrook with its continued success that ultimately impacts the community for generations to come.

All board applicants will be reviewed by Millbrook's Chief and Council. Only successful applicants will be asked to move forward with the final review process.

The deadline for applicant submissions is **March 22nd, 2024 at 12 a.m.** Applicant submissions include a current resume/CV and Cover Letter and can be sent via email to Hayley Johnson at hjohnson@millbrookfn.ca.

The board selection process will take place on March 26th, 2024.

We appreciate your interest in becoming a board member. If you have any questions about the application process please reach out to Hayley Johnson, Economic Development Coordinator at hjohnson@millbrookfn.ca.

Wela'lin,

James Stevens

Director, Commercial Operations

jstevens@millbrookfn.ca

Board of Director Expectations

MEDC Board members are volunteer fiduciaries that will help guide MEDC towards a sustainable future by implementing sound, ethical and legal governance and financial and business management policies and practices in order to advance our mission and achieve our strategic goals on behalf of Millbrook.

Board Composition

MEDC's Board of Directors will include a total of 7 board members, two of which will consist of one Elder and one Youth from the Millbrook Community.

- 1 Youth from Millbrook (to bring a "future focused" perspective to the table). (Ages 18-34)
- 1 Elder from Millbrook (to provide insight into the Community, as well as an understanding and respect for traditional values). (65+)
- 1 Accountant/Finance Person.
- 1 Lawyer (background in corporate law).
- 1 Local Business Leader with experience managing a company in comparable size to Millbrook.
- 1 Person with Strong Government Relations Background.
- 1 Real Estate Professional/Project Manager.

Directors are elected for a two-year term. The Executive Chair, Co-Chair, Treasurer, Secretary will be appointed by the directors on an annual basis.

The Board collectively will have representation in expertise in the following areas:

- Knowledge of Millbrook community;
- Knowledge of Mi'kmaq cultural values;
- Board governance;
- Strategic planning;
- Quality/performance measurement experience;
- Communications, Marketing;
- Legal Expertise;
- Experience managing a company in comparable size to Millbrook;
- Strong government relations;
- Real Estate Professional;
- Project Management.

Responsibilities

- Commit to the overall mission, purpose, work, deliverables of the corporation.
- Assist with development of policies and procedures to guide MEDC.
- Review and authorize plans and deliverables.
- Prepare for and participate in regular monthly Board meetings (2 hour time commitment) either virtually or in person leading up to Millbrook's regularly scheduled Economic Development, Fisheries and Consultation meetings) and potential other related meetings as required.

- Contribute to MEDC strategic planning by attending two strategic focused meetings annually.
- Review materials in advance of meetings and be prepared to participate in discussions regarding materials reviewed.
- Support board decisions.
- Provide stability for the ongoing governance and management of the corporation.
- Stay informed about MEDC matters.
- Prepare for meetings by reviewing/commenting on minutes and reports.
- Promote MEDC and bring awareness of the corporation to the general public.
- Attend Board related events.
- Respond to emails and requests in a timely manner.
- Willingness to attend board related training (may include cultural awareness).

Skills and Qualifications

- Willingness to share strengths, areas of expertise, spheres of influence.
- Read and understand MEDC's financial statements and help the board fulfill its fiduciary responsibility.
- Solid networking skills.
- Strong communication skills.
- Ethical and honest reputation.
- Willingness to enhance the image and reputation of MEDC/Millbrook.
- Be motivated by change and willing to take calculated risks to bring about change that is in the best interest of MEDC/Millbrook community.
- Previous board experience as asset.
- Ability to collaboratively work in a team environment.
- Criminal records check will be required.

Applicant Submission Process

1. All applications are welcome that hold fitting skills and qualifications.
2. Send resume/CV and Cover Letter by March 22nd, 2024, to MEDC's Board Recruitment Committee at:
Hayley Johnson, Economic Development Coordinator at hjohnson@millbrookfn.ca
3. The Board Recruitment committee will review all board applications and recommend and distribute a list of eligible candidates to Chief and Council for review and approval.
4. Candidates shortlisted can expect to participate in an interview process.
5. Only those shortlisted for an interview will be contacted.
6. The Board selection process will take place on March 26th, 2024.
7. A criminal records check will be required for all successful applicants.

Application Submission

Please submit your resume/CV and Cover Letter no later than **March 22nd, 2024, at 12 a.m. AST to Hayley Johnson, Economic Development Coordinator at hjohnson@millbrookfn.ca.**

We thank all applicants in advance, however only those selected for an interview will be contacted.

MEDC Board of Directors Application Package

For more information about the role or the applicant submission process please contact Hayley Johnson, Economic Development Coordinator at hjohnson@millbrookfn.ca.