



cyacc

Child & Youth Advocacy
Centres of Canada

caeac

Centres d'appui aux enfants
et aux adolescents du Canada

**Board of Directors
Nomination Information Package**

Distribution Date: June 1, 2026

Dear Applicant:

Thank you for your interest in serving on the Board of Directors of Child & Youth Advocacy Centres of Canada (CYACC). We are currently accepting applications to fill up to four (4) community-at-large vacancies on the Board. To ensure the Board has a reasonable balance of expertise, the Governance and Nominating Committee has prioritized candidates who demonstrate expert knowledge and senior leadership experience in one or more of the following areas: **Government Relations, Equity, Diversity and Inclusion and Indigenous Partnerships and Reconciliation.**

The Director nomination and election process is designed to ensure a strong leadership model of governance, and a Board composition that best meets the needs of CYACC. In identifying qualified applicants for nomination to the Board, the Governance and Nominating Committee considers candidates based on merit, and the need to maintain or add certain competencies and/or representation criteria at the Board level. To fulfill this responsibility the Committee reviews all qualified applications and may seek additional information from applicants including through informal conversations with a member of the Committee. The Committee is guided in the ultimate selection of new Board members by the results of the member voting process.

Applicants are requested to submit their application in its entirety online on or before **5:00pm ET, on June 30, 2026.** If you have any questions please direct them to hello@cyacc.ca.

We thank you for your interest in serving on the CYACC Board, and for your continued support.

Leah Zille

Chair, Governance and Nominating Committee
Child & Youth Advocacy Centres of Canada

BOARD OVERVIEW

Board Composition and Responsibilities: In alignment with the CYACC Transitional Bylaws No. 2, the CYACC Board consists of between 10 and 15 Directors, each selected for a term of two (2) years. The Board must include a minimum of 1 individual representing CACs and CYACs to be selected from among Representatives of Established Member CYACs in good standing.

Governance Model: The Board operates within a strategic leadership model of governance. There are three primary ways the Board provides strategic leadership direction:

- **Policy Development:** adopting policies that guide the fulfillment of the mission and express the vision, the values, and guiding principles that determine the organization's activities and goals. These provide the appropriate point of departure for others to move forward with the implementation of programs and services.
- **Strategic Planning:** determining the vision and mission as well as the goals and objectives of the organization based on feedback from clients, staff and other stakeholders. While staff will undertake much of the work in the strategic planning process, it is the board's responsibility to make the decisions regarding the focus of the Centre's efforts.
- **Financial Stewardship:** adopting an annual budget in which the organization's resources are focused on the priorities identified as well as a long-term financial plan which ensures the stability and endurance of the organization.

Committees: The Board has established three (3) Standing Committees:

- Executive
- Finance and Audit
- Governance and Nominating

The work of the Board is further augmented by the Provincial and Regional Network Roundtable.

Meetings and Time Commitment:

- The Board meets at least four (4) times per year, typically 3-hours each; additional meetings may be added on as needed.
- Directors are expected to serve on at least one standing committee. Committee schedules vary, however, are generally 2 – 3 times per year, typically 90 minutes each.
- Directors are expected to commit the time required to perform Board and Committee duties. It is expected that each Director will devote an average of ten (10) hours per month.
- Directors shall undertake best efforts to attend all Board and Committee meetings of which they are a member.
- All Directors are expected to participate in a 60-minute Orientation session each year.
- Meetings are generally held virtually with the exception of one meeting which may be held in person per year.

Remuneration: Directors must be prepared to serve without remuneration and no Director may directly or indirectly receive any profit from the position.

Contributions to Governance: Directors shall contribute to the governance of the organization by:

- (a) reading materials in advance of meetings and coming prepared to contribute to discussions
- (b) offering constructive contributions to Board and Committee discussions
- (c) contributing their special expertise and skill
- (d) respecting the views of other members of the Board
- (e) voicing conflicting opinions during Board and Committee meetings but respecting the decision of the majority even when the director does not agree with it

Expected Behaviours: All Directors are expected to:

- (a) Operate under CYACC's guiding principles
 - o Maintain national focus on supporting CYACs and promoting the CYAC model
 - o Be a thoughtful leader and trusted source of information, best practices, and resources that build capacity and improve outcomes for children, youth and families impacted by abuse
 - o Promote trauma-informed and culturally safe approaches in all efforts to support CYACs
 - o Foster respect for the independence and contributions of its members, staff, volunteers, partners and funders
 - o Be accountable and transparent in sound governance, financial stewardship, member value, partnership and communication
 - o Provide practical and adaptable support to elevate and strengthen CYACs in their work
 - o Foster connections and collaboration among CYACs, provincial and regional networks of CYACs, and key stakeholders to expand a national collective impact
 - o Commit to Truth and Reconciliation by acknowledging the historical and ongoing colonial impacts on First Nations, Inuit and Métis peoples working to minimize harm
- (b) Be prepared to support CYACC's governance model
- (c) Act as an ambassador for CYACC and be willing to assist in networking, arranging meetings with partners, government, or academic leaders for CYACC leadership, and otherwise at every opportunity be prepared to promote the good name and mission of CYACC
- (d) Make an effort to attend all Board and Committee meetings of which they are a member
- (e) Adhere to the Conflict-of-Interest Policy and Code of Conduct Policies.
- (f) Maintain both accountability and confidentiality.
- (g) Participate in the annual Board performance evaluation and governance training offerings provided periodically by CYACC.

DIRECTOR OPPORTUNITY

Available Seats / Terms: There are up to four (4) community-at-large vacancies on the Board up for election in 2026. The term of office for Directors begins at the end of the Annual General Meeting being held on September 17, 2026 and is for a period of two (2) years.

Qualifications and Eligibility: Any official Representative of an Established member Child and Youth Advocacy Centre in good standing, as indicated in their CYACC membership profile, as well as any individual from the community may be nominated to the CYACC Board provided they fulfill the following:

- (a) be an individual of not less than 18 years of age
- (b) have the power under law to contract
- (c) have not been found by a court to be mentally incompetent
- (d) do not have the status of a bankrupt
- (e) are in full agreement with the governing documents of the organization
- (f) have the support of a minimum of two (2) Representatives from Established member CYAC in good standing
- (g) Be a Representative of an Established member Child and Youth Advocacy Centre if applying to fill a vacancy

Competency Criteria: The Governance and Nominating Committee is responsible for developing and recommending to the Board competency-based criteria to be used as a guideline for recruiting, electing and re-electing Directors. To ensure the Board has a reasonable balance of expertise the Committee has prioritized for 2026 candidates who demonstrate “**expert**” knowledge in one or more of the following areas: Government Relations, Equity, Diversity and Inclusion and Indigenous Partnerships and Reconciliation. Expert knowledge is defined as “Recognized authority in the area based on senior executive experience, a professional credential, or a combination of both.” Details on the competencies being sought are:

- **Government Relations:** Experience influencing public and government policy and decision making, including building relationships with elected officials and public servants
- **Equity, Diversity and Inclusion:** Expertise in equitable and inclusive practices, with knowledge and experience in creating culturally safe, trauma-informed environments, programs and systems for children, youth, families and staff.
- **Indigenous Partnerships and Reconciliation:** Expertise in distinctions-based approaches and the rights and experiences of First Nations, Inuit and Métis children, youth and families including experience fostering respectful and reciprocal partnerships that support reconciliation.

The [Applicant Competency Assessment Form](#) will assist the Governance and Nominating Committee in determining the degree of competency each candidate brings to their nomination.

Representation: Effective governance requires a breadth of perspectives, including those informed by experience, structural inequities, and varied community contexts. After the Board competency criteria have been addressed, representation considerations will be applied to ensure the Board reflects the diversity of the communities and children, youth and families served by CYACC member CYACs. Representation considerations include:

- **Geography:** rural, remote and northern communities as well as provincial and territorial diversity
- **Identity and Equity:** representation informed by racial, ethnic, cultural or national background, sexual orientation, gender identity or expression, and other equity denied identities

- **Lived and Systems Experience:** Individuals with lived or experiential perspectives within child welfare, justice, health, or related systems impacting children, youth and families.

ELECTIONS

The Governance and Nominating Committee is responsible for developing and recommending to the Board competency-based criteria for recruiting, electing and re-electing board members. In the event the number of candidates exceeds the number of Directors to be elected the Committee is responsible for recommending those candidates who offer the targeted competencies and leadership skills being sought, the “Suggested List of Candidates”. A list of all eligible candidates and the Suggested List of candidates will both be presented and a vote by members will take place. Those candidates that do not make the Suggested List will have the opportunity to withdraw their application prior to the member voting package being distributed.

APPLICATION CHECKLIST AND KEY DATES

June 30, 2026 5:00pm ET: Deadline to submit a **complete** application as detailed below.

Applications are considered complete when the following have been received by CYACC:

- ✓ The online [Application Form](#)
- ✓ The online [Competency Assessment Form](#)
- ✓ The confirmation of two (2) nominators submitted through the online [Nomination Form](#) or emailed directly to hello@cyacc.ca using the language noted in this Nomination Application Package
 - o The nominators must be the official Representative of an Established Member of CYACC.

July 2026: Nominees will be contacted to advise whether they meet the qualifications and eligibility to stand for nomination, and next steps.

July 2026: If there are more qualified applicants than seats available, nominees will be informed if they have been included on the Suggested List of Candidates.

July 2026: If the number of candidates exceeds the number of Director vacancies an election by ballot shall proceed.

September 2026: Notification of Directors elected will be announced at the Annual General Meeting scheduled for September 17, 2026.

DIRECTOR APPLICATION FORM (to be completed [electronically](#))

NAME		
ADDRESS		PHONE NUMBER
EMAIL		
NOMINATION CATEGORY	<input type="checkbox"/> CYAC representative <input type="checkbox"/> Community at large	
<p>Attestation: I hereby apply to serve as a member of the volunteer Board of Directors of CYACC (Child & Youth Advocacy Centres of Canada). I confirm that I can and will actively support the organization’s mission; the information contained within this application is complete and accurate; and to the best of my knowledge, I have no conflicts of interest that would hinder my ability to serve the organization.</p> <p>I further confirm that I meet the qualifications and eligibility as follows:</p> <ul style="list-style-type: none"> (a) be an individual of not less than 18 years of age (b) have the power under law to contract (c) have not been found by a court to be mentally incompetent (d) do not have the status of a bankrupt (e) are in full agreement with the governing documents of the organization (f) be the Representative of an Established member CYAC in good standing if being nominated to represent CACs and CYACs (g) have the support of a minimum of two (2) Representatives of Established member CYACs in good standing 		
YES or NO		

APPLICANT INFORMATION

Note: All or part of the following information may be distributed to individuals involved in electing candidates to the Board.

Biographical Profile

Please describe in 500 words or less your professional background, and why you would like to serve on the CYACC Board.

PLEASE CHECK ALL THAT APPLY

Representation (optional)

- Geography:** rural, remote and northern communities as well as provincial and territorial diversity
- Identity and Equity:** representation informed by racial, ethnic, cultural or national background, sexual orientation, gender identity or expression, and other equity denied identities
- Lived and Systems Experience:** Individuals with lived or experiential perspectives within child welfare, justice, health, or related systems impacting children, youth and families

Sector

- CAC or CYAC
- Multidisciplinary Team Organization
- Business or Private Sector
- Government or Public Service
- Community of Not-for-Profit Organization
- Academic or Research Institution
- Philanthropic Organization or other Funding Body
- Media or Public relations
- Other

Experience with CYACC and/or a CAC/CYAC

(Volunteer, Service Provider, Strategic Partner, Employee, etc.)

Role	Year(s)	Comments (optional)

Experience with other Boards

(Volunteer and/or Employee)

Role	Year(s)	Comments (optional)

Experience within other Not-For-Profit Organizations

(Volunteer and/or Employee)

Role	Year(s)	Comments (optional)

Expertise with Committees

I have expertise and/or interests that would make me a likely candidate for the following Committee(s):

- Governance and Nominating Committee
- Finance and Audit Committee
- Other

Please provide detail on your expertise and/or interests related to the identified committee(s):

Nominators

Please provide the names of two (2) individuals who are Representatives of Established Member CYACs in good standing and who will be submitting nominations through the online Nomination Form or by emailing their consent directly to hello@cyacc.ca

NOMINATION FORM (to be completed electronically by 2 nominators)

Nominators

Two (2) Representatives of Established member CYACs in good standing must be identified as your nominators. The Nominators can use the online Nomination Form or email their consent directly to hello@cyacc.ca using the language noted below.

Nominator 1:

I, (TYPE NAME)	
BEING A REPRESENTATIVE OF AN ESTABLISHED MEMBER CYACC IN GOOD STANDING OF THE CHILD & YOUTH ADVOCACY CENTRES OF CANADA (CYACC), DO HEREBY NOMINATE:	
NOMINEE NAME	
TO STAND FOR ELECTION AS A MEMBER OF THE CYACC BOARD OF DIRECTORS.	
ATTESTATION CHECK MARK IN LIEU OF SIGNATURE	
DATE	

Nominator 2:

I, (PRINT NAME)	
BEING A REPRESENTATIVE OF AN ESTABLISHED MEMBER CYACC IN GOOD STANDING OF THE CHILD & YOUTH ADVOCACY CENTRES OF CANADA (CYACC), DO HEREBY NOMINATE:	
NOMINEE NAME	
TO STAND FOR ELECTION AS A MEMBER OF THE CYACC BOARD OF DIRECTORS.	
ATTESTATION CHECK MARK IN LIEU OF SIGNATURE	
DATE	

Nominations must be received no later than 5:00 PM ET ON JUNE 30, 2026