

2026 NATIONAL BOARD OF DIRECTORS NOMINATIONS INFORMATION PACKAGE

October 2025

Dear affiliate partners and potential applicants:

The Nominating Committee of the National Board of Directors (NBOD) of Habitat for Humanity Canada (HFHC) is accepting candidate nominations to fill upcoming NBOD vacancies. We hope to receive a record number of nominations with a view to having a diverse, talented, and dedicated pool of candidates to draw from.

There will be up to five (5) board positions available in 2026. At least three (3) must be nominated by an affiliate. Nominees can be from any geographical region. All five positions are for a three-year term (May 2026 to May 2029).

Diversifying the NBOD continues to be a priority in the NBOD nomination process. The families and communities we serve are diverse in many ways. By better reflecting this diversity in the makeup of our Habitat boards, we will increase our understanding of how to best serve Habitat families, and our ability to reach these families and the full range of volunteers, partners, and resources we need to partner with them.

As you consider potential candidates to nominate for the NBOD, or for your own board, please look for people who have a good skill set and a strong connection to Habitat, and who will bring an underrepresented perspective to the board by virtue of their racial or ethnic background, national origin, age, sexual orientation or identity, education, or disability.

As HFHC enters into its next strategic plan we are looking for candidates to join our board that will help us to Build, Transform, and Inspire. Candidates should expect to help us develop opportunities to build more in our communities across Canada, transform our advocacy efforts into real world results, and inspire more supporters to support and contribute to our cause.

This package includes a copy of the HFHC General Operating Bylaw and related Bylaw Policies which govern our operations. Anyone interested in serving on the NBOD should be conversant and comfortable with these documents and with [HFHC's vision](#).

In particular, candidates are directed to General Operating Bylaw No.15, Sections VI – “Directors.” Excerpts from the Bylaw Policies related to “Board Nominations & Elections” and “Board Committees” are provided in this package for your convenience.

Internal candidates for the NBOD must be nominated by their affiliate's board of directors.

All candidates must complete the appropriate nomination form (internal or external) and have demonstrated leadership, passion, and a commitment to help realize HFHC's vision.

Candidates will be expected to bring a broad understanding of Habitat for Humanity, and internal candidates will be expected to have knowledge of Habitat for Humanity at the local level. All candidates are expected to be able and willing to work with other NBOD members to make informed decisions that are in the collective interests of our national federation.

HFHC NBOD nomination/selection/election schedule

- i. Nominations will be accepted immediately following the distribution of the call for nominations. Completed nominations submitted electronically must be received by December 15, 2025, at 5:00 p.m. ET.

Completed nominations submitted by mail must be postmarked no later than December 15, 2025.
- ii. All nominations will be acknowledged by HFHC within 15 days of receipt.

The Nominating Committee will review all nominations and interview shortlisted candidates in January 2026.
- iii. Following the interview process, the Nominating Committee will recommend a list of internal candidates to the NBOD for approval as board nominees.

Recommended board nominees will be contacted by the NBOD chair, HFHC's CEO, and/or the NBOD Nominating Committee chair to further discuss their candidacy, clarify expectations, and address questions the nominees may have.
- iv. By March 2026, all nominees will be advised if they have been approved by the NBOD as a board nominee.
- v. In April 2026, affiliate members will receive a brief profile of each approved nominee.
- vi. Each approved nominee is expected to attend the HFHC Annual General Meeting (AGM) on May 15, 2026, when the approved board nominees will be presented to the membership for election.
- vii. The newly elected NBOD's first meeting will be held on May 15, 2026, following the 2026 Annual General Meeting. At this meeting, NBOD officers will be elected and orientation for new NBOD members will begin.

All NBOD members are expected to:

- Attend all scheduled board meetings, including up to six in-person or videoconference meetings annually. If in-person board meetings are scheduled, they will typically take place on a Friday or Saturday.
- Dedicate 3-4 hours for preparation prior to each board meeting, in addition to meeting and travel time.
- Participate in at least two NBOD committees.
- Attend the HFHC National Conference and Annual General Meeting (typically held in May) for up to three days.
- Help HFHC to expand its resource base by sharing expertise and providing access to personal or professional contacts who may be interested in contributing to Habitat's success.

All NBOD committee members are expected to:

- Attend all scheduled committee meetings (normally 6-8 annually). These meetings are generally held by videoconference.
- Bring to the committee a high degree of interest and/or expertise in the areas being addressed.
- Schedule 1-3 hours for preparation prior to each meeting.

Note:

- NBOD members are not remunerated for their volunteer services.
- All expenses related to participating on Habitat Canada's National Board of Directors or its committees are covered by HFHC in accordance with HFHC policy.
- It is powerful for our stakeholders to hear that 100% of NBOD members make a financial contribution to HFHC each year. We aim for 100% NBOD members to donate to HFHC, with the amount of the contribution left to individual members to determine.

Nomination forms:

Starting in 2025, nomination forms can be completed online via SurveyMonkey. All submitted nominations will be acknowledged by HFHC within 15 days of receipt.

Link to Internal Nomination Form: <https://www.surveymonkey.com/r/8QMHHYS>

Link to External Nomination Form: <https://www.surveymonkey.com/r/D5ZQRYX>

If you prefer to complete a version of the nomination form that can be printed and filled out, please click here: [internal nomination \(paper\) form](#) or [external nomination \(paper\) form](#).

BOARD NOMINATIONS & ELECTIONS

(Excerpts from Bylaw Policies)

Bylaw policy on board nominations and elections

The following guidelines shall be used for the nomination and election of directors of the corporation:

Board composition

1. The National Board of Directors will be made up of:
 - a. Directors who shall be either “internal” directors or “external” directors.
“Internal” directors are directors who will have been nominated by boards of directors of affiliate members where the director resides in the service area of the affiliate member. “External” directors are directors who will have been nominated and elected from the public-at-large;
 - b. Directors of whom at least a majority shall be “internal” directors;
 - c. at least one director from each of the following five (5) geographic regions (each a “region”), provided that each region either has an incumbent director or, if there is no incumbent director for a particular region, at least one (1) candidate for director has been nominated by that region:
 - i. British Columbia and the Yukon
 - j. Alberta
 - k. Saskatchewan, Manitoba, and the Northwest Territories
 - l. Ontario
 - m. New Brunswick, Nova Scotia, PEI, Newfoundland and Labrador, Quebec and Nunavut;
 - d. no more than five (5) of the “internal” directors from any one region; and
 - e. no more than five (5) “external” directors.
2. Board composition with regard to the five regions is designed to ensure regional diversity, not for the purpose of regional representation. All directors are to serve the interests of the corporation and all its affiliate members.
3. Directors will be vetted by the Nominating Committee to ensure that they have the prerequisite skills, experience and expertise to serve on the board.
4. All other factors being equal, the Nominating Committee will try to foster a National Board of Directors that is diverse with respect to gender, ethnicity, and professional experience.

Nominations process

1. The Nominating Committee shall maintain a board inventory which catalogues director profiles, tracks the rotation schedule of directors, identifies vacancies that need to be filled, and indicates required characteristics that should be sought from future candidates to the Board.
2. The Nominating Committee shall use the board inventory to develop a profile of “required candidates” and for preparing a “call for nominations” that will be issued to affiliate members and, where appropriate, to the public at large.
3. The Nominating Committee shall, after the call for nominations is closed, review the nominations and assess those nominations as against the profile for required candidates and shall recommend to the National Board of Directors a list of eligible and proposed candidates, together with the proposed term of office for the successful candidates, for approval for distribution to the affiliate members.
4. Upon approval of the candidates by the National Board of Directors, the Nominating Committee shall prepare and distribute to affiliate members a list of eligible and proposed candidates and the term of office for the successful candidates at least one month prior to the Annual General Meeting. Also provided for each candidate will be their biographical profiles and the nomination forms stating who is nominating them to the National Board of Directors.

Election process

1. The Nominating Committee shall ensure that ballots listing all eligible and proposed candidates are prepared, distributed and properly counted for the election of directors at the Annual General Meeting. It shall be at their discretion whether to have separate ballots for “internal” and “external” candidates and all other matters pertaining to the voting procedure.
2. Nominated candidates will be given an opportunity to address the members at the meeting where the directors are to be elected, the allocated time for which will be determined by the Nominating Committee but will not exceed five minutes per candidate.*

**Note: Nominated candidates are typically asked to create a 3-5 minute long video ahead of the AGM to introduce themselves.*

BYLAW POLICY ON BOARD COMMITTEES AND ADVISORY GROUPS

1. Committees of the National Board of Directors (other than the Finance & Audit Committee the members of which must all be members of the National Board of Directors) may be comprised of directors only or both directors and non-directors provided that the National Board of Directors may not delegate any of its powers to any committee that includes one or more non-directors as members.
2. All committees of the National Board of Directors will be chaired by directors who will be responsible for reporting at each regular meeting of the board on the activities and recommendations of their committee. The chairs of each committee of the National Board of Directors shall be determined by the chair and ratified by the National Board of Directors at the first National Board of Directors meeting held immediately following the Annual General Meeting ("AGM") in each year.
3. The chairs of each of the committees of the National Board of Directors shall provide reports to the National Board of Directors at National Board of Directors meetings.
4. The Nominating Committee shall solicit expressions of interest from the affiliate members for service on committees of the National Board of Directors (the "committee service notice") as soon as practical after the first meeting of the National Board of Directors following the AGM each year, with a written request that expressions of interest in serving on National Board of Directors committees be submitted to and received by the Nominating Committee on or before a date to be specified in the committee service notice.
5. All appointments to committees of the National Board of Directors must be approved by the National Board of Directors who shall consult with the Nominating Committee on such matters. To this end, the Nominating Committee shall present a slate of recommended committee appointments to the National Board of Directors for approval by the National Board of Directors as soon as possible after the AGM in each year and in any event no later than the first day of June in each year.
6. Committee appointments shall be for a term of one (1) year, with the term to commence on the first day of June in each year and to end on the 31st day of May in each year.

In the event that a director, who is a member of any of the committees of the National Board of Directors, resigns from the National Board of Directors, is removed from the National Board of Directors, or whose term of office expires during the year, then upon said director leaving his or her office of directorship, such person shall be deemed to also have resigned on the same day from any committees of the National Board of Directors on which such person is serving.

7. The National Board of Directors shall be authorized to create and dissolve all committees and advisory groups of the National Board of Directors as deemed necessary by the National Board of Directors, and to revise the terms of reference for all committees and advisory groups of the National Board of Directors from time to time, including the creation and dissolution of all standing committees, in the National Board of Directors' discretion.

8. Unless otherwise determined by the National Board of Directors, each committee and advisory body shall have the power to fix its quorum at not less than a majority of its members and to formulate its own rules of procedure. To the extent that the National Board of Directors or the committee does not establish rules to regulate the procedure of the committee, the provisions of these bylaws applicable to National Board of Directors meetings shall apply with all necessary modifications.