



Canadian Organization
for Rare Disorders

Board of Directors Application Information

2026 Call for Nominations

Duties and Expectations of a Director

The Canadian Organization for Rare Disorders (CORD) is committed to strong governance and organizational leadership. Directors play an important role in supporting CORD's mission, providing strategic oversight, and ensuring accountability and integrity across the organization. Board members are expected to contribute their knowledge and leadership, participate actively in meetings and committees, maintain confidentiality, avoid conflicts of interest, and serve in the best interests of the rare disease community. This policy applies to all Directors and is provided to prospective applicants prior to appointment to the Board.

As a member of the Board of Directors, and in contributing to the collective achievement of the role of the Board, the individual Director is responsible for the following:

Fiduciary Duties

- Act honestly, in good faith, and in the best interests of the corporation.
- Support the organization's mission, purposes, goals, policies, and programs.
- Review the organization's financial statements and otherwise help the Board fulfill its fiduciary responsibilities.
- Assist the organization with development and implementation of funding strategies.

Accountability

- Serve the organization rather than any special interest group or constituency.
- Avoid the appearance of a conflict of interest that might compromise the Board or the organization and disclose any possible conflicts to the Board in a timely fashion.

Governance

- Come prepared and well informed to participate in discussions at Board and committee meetings, follow our code of conduct, and support Board decisions.
- Maintain confidentiality of the Board's executive decisions and speak for the Board or organization only when authorized to do so by the Board, Executive Committee, or when requested by the President.
- Suggest agenda items for Board and committee meetings to ensure that significant policy-related matters are discussed.

Commitment

- Directors are expected to commit the time required to perform duties. It could be that a director will be expected to devote an average of 10–15 hours per month.
- Meetings of the Board of Directors are held bi-monthly throughout the year, with two meetings typically held in person in November and March, in conjunction with the Fall Conference and Rare Disease Day events.
- Ensure regular attendance at Board Meetings. Provide the Secretary with advance notice in the event of an absence.
- Serve on at least one standing committee of the Board.
- Attend activities and events sponsored by the organization whenever possible.
- Represent the Board and/or the organization at local, provincial, national, or international events as requested.
- Suggest possible nominees to the Board who are people of achievement and who can make significant contributions to the work of the Board and the progress of the organization.

Education

- Continuously expand knowledge about the activities of the organization and its stakeholders, and the rare disease environment in general.
- Participate in expert training sessions organized by CORD.

Frequently Asked Questions (FAQ)

Q. Who can apply to serve on the Board of Directors?

CORD seeks to fill its Board with a diverse group of people who support the organization's mission, purposes, goals, policies, and programs. All applicants must be members of CORD.

Q. What skills are required to join the Board of Directors?

We are particularly interested in individuals whose experience and skill set includes a combination of the following:

- Finance, accounting
- Grant writing
- Fundraising, event planning and special events
- Health policy development
- Public relations, communications
- Advocacy on a provincial/federal level
- Non-profit, governance, management, administration experience

Q. Are references required for each applicant?

Yes. All nominees will be required to provide a reference as part of the application process.

Q. Are all applicants put forward for the election?

No. The CORD Executive Committee will review all applications and determine, based on a set of established criteria and supported by an interview process, a slate of candidates to recommend to the Board of Directors.

Q. Are Board Members representative of their patient organization?

No. Board members should be fully committed to the best interests of the general membership of CORD and not to any specific disease group or constituency.

Q. Is it essential for applicants to have previous Board experience?

No, although it is recommended that applicants have board or committee experience. CORD is a thriving, growing national organization and we are seeking applicants best positioned to lend knowledge and leadership in order to work efficiently to invest in the growth, development and sustainability of the organization.

Q. What is the composition of the Board of Directors?

The Board of Directors is comprised of the following positions: Chair, Vice-Chair, Secretary, Treasurer, Executive Member-at-Large, and Board Members.

Q. Is there financial compensation for the Board of Directors?

No. Members of the CORD Board are reimbursed for travel-related expenses for CORD-approved activities.

Q. What is the nomination and election schedule?

- The Call for Nominations to the Board of Directors opens on June 1, 2026, and closes on June 30, 2026.
- The Executive Committee reviews all applications and scores each candidate based on selected criteria.
- All applicants are notified by July 28, 2026.
- Successful candidates are nominated as a slate and will be ratified at CORD's Annual General Meeting (AGM) on August 18, 2026, from 2:00 pm – 3:00 pm
- New Board Members will be expected to join the AGM, which will be held virtually, followed by a brief board meeting.

Q. What if I have more questions?

For additional information, please contact: angela@raredisorders.ca