

## **Task Description**

**Title:** Policy Advisory Council (PAC) Member

**Advises:** OFA Board of Directors

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### **Purpose:**

This position is a strategic and program-oriented role, delivering information and advice to the OFA Board of Directors on key issues affecting Ontario's farm and food sector. PAC members will work collaboratively with OFA, with respective county federations, commodities and with OFA members to identify concerns, develop solutions and communicate outcomes.

### **Key Position Responsibilities and Duties:**

#### ***Member Relations***

- Working in collaboration with respective county federations or commodity organizations, solicit views and identify issues of concern at the municipal, provincial, or federal level of government and bring those issues to the PAC meetings, for the attention of colleagues and the OFA.
- Communicate PAC developments and progress back to county federations, commodities, and OFA members for information or further action.

#### ***Operations***

- Actively prepare for meetings by reviewing materials and information provided.
- Consult with county federation, commodity organization and/or OFA members as appropriate or required by the agenda of the PAC meeting.
- Actively participate at meetings in sharing information and debating actions.
- Follow-up on OFA initiatives related to PAC work (business arising).
- Work collectively to achieve concurrence on a course of action or position on identified issues to relate to the OFA Board of Directors.
- Participate in government relations (advocacy) initiatives as requested by the OFA using the messages and information provided by the OFA.
- Help identify and participate in available training.

### **Qualifications:**

#### ***Knowledge, Skills and Abilities***

- Effective interpersonal and communication skills (verbal and written).

- Strong understanding of farming industry dynamics.
- Ability to multitask and prioritize in a fast paced environment.
- Strength in problem solving and strategic thinking.
- Commitment to continuous learning.
- Solid understanding of the vision, mission, values and objectives of the OFA
- Willingness to take personal ownership and responsibility for the quality and timeliness of their work.
- Gains support for ideas, proposals and solutions from others; helps others to understand complex initiatives and sensitive situations to resolve disagreements and conflicts; considers others opinions while holding strong to firm directions and goals.
- Effectively builds constructive, friendly, professional relationships and networks of key contacts with people and colleagues, maintains partnerships that can provide information, assistance and support.
- Expresses and transmits information with consistency and clarity; using active listening techniques in order to effectively understand and provided feedback; summarizing information according to the audience in order to promote engagement and increase understanding.

**Working Conditions:**

- Works in a networked and semi-virtual environment.
- Meeting preparation required using electronically transmitted information
- At least four meetings per year involving some travel.
- May occasionally be called upon to participate in conflict resolution and mediation exercises, relating to member relations issues. .

OFA  
October 2017