



National  
Capital  
**FreeNet**

**Libertel**  
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Nationale

**Recruiting for the Board of Directors**  
**Nominations Period: Tues. May 12 - Tues. May 26, 2026**

National Capital FreeNet (NCF) is a local not-for-profit internet provider committed to internet affordability and digital equity.

Founded in 1992, we believe that everyone in our region has a right to affordable, reliable and secure internet that they can understand how to use, while feeling safe online. We also recognize that the digital divide disproportionately affects people in marginalized groups, including those living on low incomes, newcomers, people with disabilities, seniors and Indigenous people, communities and nations.

As a social enterprise, we invest in bandwidth and community services, keeping prices as low as we can while staying sustainable.

We currently serve more than 4000 members, selling home and business internet services with speeds up to 1024Mbps, including a lower-cost plan for Ottawa Community Housing tenants, as well as free locally hosted email, basic web-hosting and technical support from our award-winning HelpDesk of staff and volunteers.

In 2017 we launched our Community Access Fund, including a lower-cost unlimited usage internet package available to 32,000 Ottawa Community Housing tenants.

In 2024 we built the first phase of CommuniFi, a free-to-use WiFi network designed to connect those living on low incomes in urban areas. It was built with funding from CIRA (the Canadian Internet Registration Authority) and in partnership with Ottawa Community Housing and Hiboo Networks, a subsidiary of Hydro Ottawa.

In its first year of operations the CommuniFi network connected more than 4000 unique devices and using CIRA's Canadian Shield DNS Firewall blocked more than 150,000 online threats.

NCF is owned by its members, who nominate and elect the Board of Directors during each year's online Annual General Meeting.

**Position: Board Member (Two vacancies)**

In recruiting for Board members, we are looking for a range of skills, including those who have experience in not-for-profit and volunteer management, human resources, law, telecommunications, small and social business, social services, public education, technology,

accounting, fundraising, event planning, communications and community outreach and more. We also recognize the value of lived experience.

NCF aims to reflect the diversity of our community and our membership in our volunteer base, staff and within the Board of Directors.

Collectively, NCF's board members have a fiduciary duty to the organization and is primarily focused on governance, legal and regulatory compliance, financial oversight, risk management and strategic planning.

As a governance board, day-to-day operations are handled by staff and volunteers, under the management of the Executive Director. The Board sets the mission, vision, strategic objectives and policies that guide the Executive Director. The Board is responsible for employing and evaluating the Executive Director, and for monitoring operational metrics and activities.

**Board Meeting Location and Time:** Hybrid (Zoom or in-person at NCF's offices). Meetings are currently scheduled for the second Tuesday every second month.

**Term:** 1-2 years, depending.

**Time Requirement:** 3-5 hours per month, depending on committee participation

**This position is covered by Directors and Officers Liability Insurance.**

**Deadline to apply: Tues. May 26th at 5pm ET.**

Potential candidates' applications will be reviewed by the Nominations Committee. Some applicants may be interviewed by the Nominations Committee to determine if the Board will nominate them.

Directors are elected as part of the Annual General Meeting (AGM). The election runs online from Wed. June 17th through to Wed. June 24th and results are announced during the AGM, held on Wed. June 24th at 6pm ET. The AGM will be held hybrid with options for in-person and remote online participation.

**Application Process:** If you are interested in applying for the NCF Board of Directors, please send an email to [nominations@ncf.ca](mailto:nominations@ncf.ca) with a professional resume and include your answers to the following questions:

- 1. What skills will you contribute to the NCF Board?**
- 2. What are the most important functions of NCF for its members?**
- 3. Why do you want to be an NCF director?**

If you have additional questions about the position, please contact NCF directly by emailing the NCF Nominations Committee at [nominations@ncf.ca](mailto:nominations@ncf.ca). For other questions about NCF please email NCF's Executive Director Shelley Robinson at [execdir@ncf.ca](mailto:execdir@ncf.ca)