

Nancy E. Carter CPA, CGA, JD

VP, Legal and Corporate Governance, CANARIE Inc.

EXPERIENCE

2022-PRESENT

Vice President, Legal and Corporate Governance, CANARIE Inc.

Responsible for legal matters, governance, risk management, compliance, and global projects, as well as aligning CANARIE's equity, diversity, and inclusion goals with business outcomes.

2007-2022

Chief Financial Officer and Board Secretary, CANARIE Inc.

As CFO, responsible for all financial planning, record keeping and risk management of the corporation. Also responsible for human resources, program execution, information technology, facilities and legal.

As Board Secretary, responsible for ensuring that Board Committees (Executive, Governance and Nominating, Audit and Investment) discharge their duties in accordance and compliance with not-for-profit legislation, corporate bylaws, and CANARIE's Contribution Agreement with the Government of Canada.

International Networking Committees and Working Groups

Chair, Global Financial Benchmarking Committee: As chair, I am tasked with facilitating the committee's work, which is to recommend a set of relative comparisons based on normalized metrics that are useful to the global research network community. We have also been asked to identify and share areas of best practice.

Co-Chair, Global Network Architecture Policy and Strategy Working Group: The purpose of the Working Group is to focus on the Strategy and Policy relating to the Global Network Architecture (GNA) Infrastructure, in coordination with the GNA Technical Committee.

TNC Program Selection Committee: working with an international group, support GEANT's program content selection and scheduling to achieve global engagement goals. (2019-2021)

2001-2007

Manager, Finance

Reported to President and CEO and Senior Director, Operations, with significant signing and investment approval authority. Drove increased involvement of the Audit & Investment Committee during my tenure. Responsible for financial operations, operational policy/procedures, contractual and regulatory compliance. Responsible for on-going program implementation, contract negotiations, innovative equipment inventory tracking, and infrastructure development. Accountable for all contribution claim submissions to supporting departments/agencies/corporations.

1999-2001

Assistant Director, Finance

Responsible for the effectiveness and integrity of corporate financial management.

Initiated a contract implementation and administration function, with a view to corporate wide consistency and efficiency. Implemented ongoing management of an Investment Portfolio. Project managed funding programs.

1997-2001

Financial Analyst

Responsible for the corporate financial reporting activities, including year-end financial statement compilation, as well as audit planning and preparation, including regular reporting to the Board of Directors. Accountable for effective cash flow management. Managed monitoring of A/R and A/P to ensure data quality. Responsible for management of human resources, payroll, and employee benefits.

Established and coordinated a Y2K Plan for CANARIE Inc.

Pioneered an internal audit review of R&D project claims.

1992-1997

Self-Employed, Bookkeeper

Accounts payable and bookkeeping services, up to and including financial statement preparation.

1980-1989

Cost Accountant, Scott Paper Company (formerly E.B. Eddy Forest Products Ltd.)

Responsible for preparation and maintenance of product costs, inventory reconciliation, variance analysis, and coordination of production reporting. Prepared departmental budgets and assisted in analysis of sales budgets.

EDUCATION

2023 ongoing

Institute of Corporate Directors (Rotman School)

Directors Education Program (to be completed in September 2023)

2012

Juris Doctor, Law and Technology specialty, University of Ottawa

Successfully completed degree while working full-time as CFO at CANARIE. Completed internship at the Office of the Privacy Commissioner of Canada. Law and Technology specialty.

1998 - PRESENT

Diversified Professional Development activities, including ICD – Rotman NFP program, IAPP, NACD

1997

Certified General Accountants Association of Canada, Admitted to membership

1995

Financial Management Program, Algonquin College & University of Ottawa

Financial Management Program (Honours)

1979

Business Administration, Algonquin College

Business Administration Diploma (Accounting)

Board Experience

- Board Member, Ontario Genomics
- Board Trustee and Treasurer, ARIN Board of Trustees (American Registry for Internet Numbers)
- ARIN Finance Committee (Chair), Compensation Committee, Governance Committee Co-Chair).
- CIRA Nomination Committee, Member since 2018, Chair since 2020
- Board Member and Treasurer, CCC#585 Condominium Corporation, 2011 to 2021
- Board Member and Treasurer, Internet Society Canada Chapter, 2013 to 2018

Community and Volunteer Experience

- Canadian Internet Governance Forum, Steering Committee, 2019 to present
- Team Captain for Bibbidi Bobbidi Boob, Run for the Cure, 2010 to present, Canadian Cancer Society. The BBB team has raised just over \$140,000 to date.