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**Board Member Application**

*Introduction*

Thank you for your interest in serving on our Board of Directors. Board members play an essential role in the governance, sustainability and development of our organization. On behalf of the community, they are responsible for ensuring that our agency is run for the benefit of those it serves and that it is being managed soundly, ethically and according to professional standards and legal requirements.

Please read over the following job description and organizational overview, and fill in the information requested at the end. After we review your application, we will contact you as soon as possible to schedule an interview.

*Job Description*

**Responsibilities**

1. Regularly attends board meetings and important related meetings.
2. Makes concrete commitment to actively participate in committee work.
3. Volunteers for and willingly accepts assignments, completes them thoroughly and on time.
4. Stays informed about committee matters, prepares themselves well for meetings, reviews and comments on minutes and reports.
5. Gets to know other members and builds a collegial working relationship that contributes to consensus.
6. Is an active member in annual evaluation and planning efforts.
7. Participates in fundraising for the organization.
8. Understands their role as a volunteer and board member, their duties and responsibilities in managing a non-profit charitable agency, and maintains generally accepted ethical and confidentiality standards
9. Bilingualism (French/English) is an asset.

**Commitment**

1. In general, Board Members are expected to devote an average of about 3 hours a month to their role. They may need to devote more time if they serve on committees.
2. Unless there are special circumstances, Board Members are expected not to miss more than three consecutive meetings.
3. Regular meetings are held 9 times a year on the last Monday of the month (January, February, March, April, May, June, September, October and November). Regular meetings do not usually exceed an hour and a half. Meetings are held over Zoom and in person. There is always an option to join the meeting remotely.
4. The Annual General Meeting is held in July.
5. Board Members will also be asked to attend training sessions and board retreats.

*Organizational Overview*

**Vision:**

To inspire confidence and ensure inclusion.

**Mission Statement:**

We foster and promote accessible and responsive living, working and learning opportunities in service of adults with disabilities in the community of Clare; empowering self-advocates in achieving their individual potential for full community living.

**Values:**

Every action statement, policy or publication will honour and promote the values and principles of

• Respect

• Culture

• Equity

• Moral Courage

• Self-Direction

• Learning Together

• Community Support

• Creativity

*Personal Information and Questionnaire*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date** |  |
| **Address** |  | | |
| **Phone #** |  | **Email** |  |
| **Occupation** |  | | |

|  |  |
| --- | --- |
| **How/What do you know about our organization?** |  |
| **Why do you wish to serve on our board?** |  |
| **Please describe any previous volunteer/board experience.** |  |
| **Please describe any life experience you feel is relevant to this position.** |  |
| **What skills / capacities make you a good fit for the board?** |  |
| **Having read the above job description, do you feel able to meet the commitment required by this role?** |  |
| **Please describe any accommodations or supports you may require in order to fulfill this position.** |  |

*We appreciate your application. We will be in touch.*