**Board of Directors**

Application for Membership

The   Chatham   Kent   Women’s   Centre   is   highly   respected   in   the   municipality   of   Chatham-­‐Kent.     To  maintain   and   build   upon   these   excellent   results,   the   Women’s   Centre   needs   a   strong,   dedicated  volunteer  Board  of  Directors.



Thank  you  for  your  interest  in  applying  to  join  our  Board.    By  doing  so,  you  are  making  a  commitment  to   community   service.     As   a   Director,   you   will   be   asked   to   attend   monthly   board   meetings   and   to  consider   serving   on   one   other   committee   that   focuses   on   quality   and   risk(legal),   finance,   planning   or  governance.

You   can   expect   to   spend   1   hour   per   committee   meeting   as   well   as   one   two-­‐hour   board   meeting   per  month.     Generally   speaking,   a   commitment   of   approximately   5   hours   per   month   (for   reading,  preparation   and   meeting   attendance)   will   meet   your   obligations   to   the   Board.     Ongoing   training   and  development  assistance  is  available  to  all  board  members.

If  you  can  make  this  commitment  to  board  work,  please  submit  the  attached  application  form.

In  summary,  the  selection  process  is  as  follows:

1) Attend  a  preliminary  interview.

2) If  successful,  attend  two  board  meetings.

3) Attend  a  committee  meeting.

4) Follow-­‐up  interview  for  questions  and  answers.

5) If  successful  your  name  is  submitted  to  the  Nominating  Committee.

6) Elections  at  Annual  General  Meeting  (AGM)  in  June.

Thank  you  for  your  interest.

Chair

Governance  Committee

**Board of Directors – Application for Membership**

Full Name:

Address:

Telephone: home work

Fax:

Email:

**1. Please highlight your work experience.**

**2. List the Boards on which you serve/have served.**

**3. List any other volunteer activities and your role with each organization.**

**4. (a) Of the following skills, which three would best describe your strengths?**

|  |  |  |
| --- | --- | --- |
| Accounting  Communications | Health Care  Human Resources | Management  Strategic Planning |
| Information Systems  Insurance | Law  Other | Programs |

(i)

(ii)

(iii)

**5. Please describe your interest in Women’s Centre.**

**7. Record other pertinent information you wish to share with us.**

I have read the attached Board of Directors’ **Statement of Qualifiers** and hereby confirm that I satisfy these requirements.

Signature: Date:



**1.**Every  director  shall  be:

**CHATHAM KENT WOMEN’S CENTRE Board of Directors – Statement of Qualifiers**

(a)  Eighteen  or  more  years  of  age;

(b)   A   resident   of,   employed   in   or   carry   on   a   business   in,   the   municipality   of   Chatham-­‐Kent;   for   at

least  three  (3)  months  immediately  prior  to  the  date  of  this  application.

**2.** No   member   of   the   professional   staff   of   the   Women’s   Centre   shall   be   eligible   for   election   or

appointment  to  the  Board  as  outlined  in  the  General  Operating  Bylaws.

**3.** No   employee   or   person   who   was   an   employee   of   the   Women’s   Centre   during   the   previous   twelve  (12)   months   shall   be   eligible   for   election   or   appointment   to   the   Board   as   outlined   in   the   General  Operating  Bylaws.

**4.** No   spouse,   child,   parent,   brother   or   sister   of   any   person   included   in   section   2   or   3   above,   nor   the  spouse   of   any   such   child,   parent,   brother   or   sister   shall   be   eligible   for   election   or   appointment   to  the  Board  of  Directors,  except  by  resolution  of  the  Board.

**5.** No   person   may   be   elected   or   appointed   a   Director   for   more   terms   than   will   constitute   9

consecutive  years  of  service.

**BOARD  STRUCTURE:**

The  number  of  directors  is  to  be  a  minimum  of  six  (6)  and  a  maximum  of  eleven  (11).    Past  President  one  (1)  year  term

President  two  (2)  year  term

Vice  President  one  (1)  year  term    Secretary  two  (2)  year  term    Treasurer  two  (2)  year  term

Six  Directors  two  (2)  year  term

Board  members  are  elected  and  may  serve  up  to  3  consecutive  two-­‐year  terms.

**Board of Directors – Statement of Qualifiers**

**1.**Every  director  shall  be:

a) Eighteen  or  more  years  of  age;

b) A   resident   of,   employed   in   or   carry   on   a   business   in,   the   municipality   of   Chatham-­‐Kent;   for   at

least  three  (3)  months  immediately  prior  to  the  date  of  this  application.

**2.**No  person  who  is

a) An  employee  or  a  relative  of  an  employee  shall  be  a  director,  and  in  the  event  through  inadvertence  such  a  person  becomes  a  director  the  President  of  the  Board  shall  request  their  resignation  which  is  to  take  effect  immediately.  Upon  such  request  being  communicated  to  such  person  and  from  that  point  forward  such  person  shall  no  longer  be  a  director  and  shall  no  longer  have  any  right  reserved  to  directors  by  the  By-­‐laws.

b) No  former  employee  of  the  Centre  shall  be  considered  for  a  position  on  the  Board  of  Directors

until  at  least  one  year  has  elapsed  since  their  last  involvement  with  the  Centre.

c) No  former  resident/client  of  the  Centre  will  be  considered  for  a  position  on  the  Board  of  Directors  until  at  least  one  year  has  elapsed  since  their  last  involvement  with  the  Centre.

**3.** No   person   may   be   elected   or   appointed   a   Director   for   more   terms   than   will   constitute   9

consecutive  years  of  service.

**4.**   Board  members  must  represent  unconflicted  loyalty  to  the  interests  of  the  Corporation.

**BOARD  STRUCTURE:**

The  number  of  directors  is  to  be  a  minimum  of  eight  (8)  and  a  maximum  of  sixteen  (16).

• Past  President

• President

• Vice  President

• Secretary

• Treasurer

• Eleven  Directors

Board  members  are  elected.



**Board of Directors – Responsibilities**

The  Board  shall  be  responsible  for  the  governance  and  supervision  of  the  management  of  the  Corporation.  The  responsibilities  of  the  Board  shall  include,  without  limitation:

i) enforcement  and  compliance  with  the  provisions  of  the  By-­‐Laws,  Policies  and  Procedures  of  the  Corporation  and  such  other  legislation  as  is  applicable

ii) appoint  the  Executive  Director,  and  delegate  responsibility  and  appropriate  authority  to  the  Executive  Director  for  the  operation,  organization  and  supervision  of  the  Staff,  and  require  accountability  to  the  Board;

iii) assist,  direct  and  advise  the  Executive  Director.

iv) establish  specific  policies  which  will  provide  the  general  framework  within  which  the  Executive  Director  and  staff  will  establish  procedures  for  the  management  of  the  day  to  day  processes  of  the  Corporation.

v) assume  responsibility  for  succession  planning,  including  appointing,  training  and

monitoring  senior  management  through  the  Executive  Director;

vi) review  annually  the  functioning  of  the  Corporation  in  relation  to  its  objects  and

purposes  as  stated  in  the  Letters  Patent  and  the  By-­‐Laws.

vii) ensure  that  auditors  for  the  Corporation  are  appointed  annually  and  that  such  auditors

are  licensed  under  the  Public  Accounting  Act  S.O.  2004;

viii) examine  and  consider,  at  least  annually,  the  report  of  the  auditors  of  the  Corporation,  the  financial  statements  respecting  the  Corporation  and  review  and  consider  on  a  continuing  basis  the  financial  status  of  the  Corporation  at  all  times;

ix) appoint,  from  time  to  time,  such  Committees  as  it  deems  necessary  or  advisable  and  terminate  any  such  Committee(s)  so  appointed  when,  in  the  opinion  of  the  Board,  such  is  considered  advisable;

x) review  on  a  regular  basis  the  mission,  objectives  and  strategic  plan  of  the  Corporation  in  relation  to  the  provision  of  appropriate  programs  and  services  in  order  to  meet  the  needs  of  the  community;  within  available  resources

xi) ensure  the  establishment  of  a  Board  Orientation  Program  and  the  attendance  of  all  Directors  at  such  program,  in  keeping  with  Board  policy;

xii) assume  responsibility  for  the  identification  of  the  principal  risks  of  the  Corporation’s

business  and  ensure  the  implementation  of  appropriate  systems  to  manage  those  risks;

xiii) assume  responsibility  for  the  integrity  of  the  Corporation’s  internal  control  and

management  information  systems;

xiv) perform  all  such  duties  and  functions  as  Directors,  as  set  forth  or  required  by  the  Corporations  Act,  the  By-­‐Laws,  the  Letters  Patent,  the  policies  of  the  Corporation  and  all  relevant  legislation.”