



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
Information Systems
Insurance

Health Care
Human Resources
Law
Other

Management
Strategic Planning
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: .



CHATHAM KENT WOMEN'S CENTRE

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 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.



CHATHAM KENT WOMEN'S CENTRE

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.



CHATHAM KENT WOMEN'S CENTRE

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."