

***INTRODUCTION***

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 one hour per committee meeting as well as one two-hour Board meeting per month. Generally speaking, a commitment of approximately five 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 application form on pages 5 and 6 of this booklet and return to the Chatham Kent Women’s Centre, 20 Sandys St., Chatham, ON N7L 4Y5, Attention: Board President.

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 are held at the Annual General Meeting in June.



***STATEMENT OF QUALIFIERS***

1. Every Director shall be:
   1. Eighteen or more years of age;
   2. A resident of, employed in or carry on a business in, the municipality of Chatham-Kent for at least three 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 By-Laws.
3. No employee or person who was an employee of the Women’s Centre during the previous twelve months shall be eligible for election or appointment to the Board as outlined in the General Operating By-Laws.
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 nine consecutive years of services.

***BOARD STRUCTURE***

The number of Directors is to be a minimum of eight and a maximum of sixteen.

* President
* Vice-President
* Secretary
* Treasurer
* Eleven Directors

Board members are elected and may serve up to three consecutive three year terms.



***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:

1. enforcement and compliance with the provisions of the By-Laws, Policies and Procedures of the Corporation and such other legislation as is applicable;
2. 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;
3. assist, direct and advise the Executive Director;
4. 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;
5. assume responsibility for succession planning, including appointing, training and monitoring senior management through the Executive Director;
6. review annually the functioning of the Corporation in relation to its objects and purposes as stated in the Letters Patent and the By-Laws;
7. ensure that auditors for the Corporation are appointed annually and that such auditors are licensed under the Public Accounting Act S.O. 2004;
8. 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;
9. 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;
10. 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;
11. ensure the establishment of a Board Orientation Program and the attendance of all Directors at such program , in keeping with Board Policy.
12. 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;
13. assume responsibility for the integrity of the Corporation’s internal control and management information systems;
14. 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.



***MISSION STATEMENT***

We help all people live free of domestic violence and abuse.

***VALUES***

**Support** - We have an understanding and open environment for all victims of domestic violence and recognize that each person’s support must be individualized and driven by them.

**Security** – We provide a safe and supportive environment and respect each person’s right to confidentiality.

**Integrity** – We strive to maintain the highest level of professional ethics recognizing the clients we support deserve our best.

**Community Support** – We are contributing members to the welfare of the Chatham-Kent community, valuing the opinions of key stakeholders and embrace opportunities to partner for the betterment of the community.

**Respect** – We support, without judgment, victims of domestic violence as they present themselves.

**Proactive** – We are driven towards continuous improvement.

***STATISTICS***

* Every 6 days a woman in Canada is killed by her intimate partner.
* On any given night in Canada, 3,491 women and their 2,724 children sleep in shelters because it isn’t safe at home.
* Children who witness violence are more likely to grow up and become victims or abusers.

***PROGRAMS***

The Women’s Centre offers a wide variety of programs designed to assist women and children in our community.

* [24 Hour Crisis Counselling](http://ckwc.ca/our-programs/24-hour-crisis-counselling/)
* [Residential Program](http://ckwc.ca/our-programs/residential-program/)
* [Outreach Counselling](http://ckwc.ca/our-programs/outreach-counselling/)
* [Women’s Group](http://ckwc.ca/our-programs/womens-group/)
* [Child & Youth Programs](http://ckwc.ca/our-programs/child-youth-programs/)
  + [Group Opportunities](http://ckwc.ca/our-programs/child-youth-programs/group-opportunities/)
  + [Individual Counselling](http://ckwc.ca/our-programs/child-youth-programs/individual-counselling/)
  + [School Programs](http://ckwc.ca/our-programs/child-youth-programs/school-programs/)
  + Child Witness Programs
  + Second Stage Housing
  + Child Witness Programs
  + Public Awareness & Education

 Chatham Kent Women’s Centre Inc.

Application for

Board Membership

Full Name:

Address:

Telephone: (H) (W)

(C)

Preferred method of contact:

Please answer the following questions.

1. Why are you interested in becoming a Board Member?

1. Please list any Board or volunteer experience you have had.

1. What characteristics do you possess that would make you a good Board Member?



1. What do you see yourself contributing to the organization?

1. Do you have any questions or concerns about becoming a Board Member? If so, please explain.

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

Signature: Date:

Please send the completed form to [info@ckwc.org](mailto:info@ckwc.org).