**Society of Saint Vincent de Paul Greater Toronto Central Council**

**Application Form for Board Nomination**

Please answer the following questions as indicated and save the word document with this naming format: “SSVP GTCC Board Nomination – Position – Name”, Example: “SSVP GTCC Board Nomination – Director – Your Name”. Email the completed form to Louise Coutu at lcoutu@ssvptoronto.ca, Executive Director, together with your resume and LinkedIn profile address if you have one.

Some information shared on this form and the attachments requested will be shared with members of the Nominating Committee so they can learn more about each candidate.

**Preamble:**

We are searching for individuals interested in serving as a member on our Corporate Board of Directors.

If you are passionate about helping people who are impacted by poverty and are willing to share your personal and professional skills in board governance, strategic thinking, financial oversight, problem solving and issues management; this may be the challenge you have been looking for.

Candidates must prepare for and attend monthly Board meetings, serve on a standing committee, participate in all strategic and financial discussions, evaluate the role of the Executive Director, respect final decisions of the Board and adhere to confidentiality and privacy policies. Time commitment would average 8 – 12 hours per month.  Board of Directors are not paid and the term is 3 years in length.

**Board Candidate (name):** Click or tap here to enter text.

Best phone number and time to reach you:\_Click or tap here to enter text.

Email address: Click or tap here to enter text.

Are you currently, or were you a member of the Society? If yes, please indicate the Conference and Particular Council: Click or tap here to enter text.

Once the material has been received, an interview will be scheduled for qualified candidates.

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**List your volunteer experience relative to the field of poverty reduction or other relevant areas?***(2-4 sentences, explain what and why)*

Click or tap here to enter text.

**Why do you wish to join the Board of Directors?***(2-4 sentences, explain what and why)*

Click or tap here to enter text.

**What do you see as priorities for the Society over the next Board term?***Please list three priorities, please describe what and why in two to three sentences each*

Click or tap here to enter text.

**Skills and Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please indicate on a scale of one to five (from no experience to highly experienced) the following: | | | | | |
| **Skill Type** | **1** | **2** | **3** | **4** | **5** |
| **No  Experience** |  |  |  | **Highly Experienced** |
| Business Management |  |  |  |  |  |
| Public Affairs and Communications |  |  |  |  |  |
| Government and Funder Contracts and Compliance |  |  |  |  |  |
| Finance, Accounting, and Risk Management |  |  |  |  |  |
| Legal Expertise |  |  |  |  |  |
| Diversity, Equity, and Inclusion |  |  |  |  |  |
| Human Resource Management |  |  |  |  |  |
| Construction and Property Management |  |  |  |  |  |
| Information Technology |  |  |  |  |  |
| Experience on a not-for-profit Board |  |  |  |  |  |
| Funding Engagement |  |  |  |  |  |

**Field of Employment:** Click or tap here to enter text.

**What do you hope to gain by serving on this board?**

Click or tap here to enter text.

**About the commitment:** The Society of Saint Vincent de Paul Board of Directors meets monthly for a mix of in person and virtual meetings, evenings, September through June, with up to four extraordinary meetings as needed. Board members are also expected to serve on one or more operating committees, and attend special functions of the Board.

**Thank you for your interest**! We look forward to speaking with you about your candidacy.

If you are not selected as a member of the Board, or if you decide not to join, would you like to be a volunteer to assist the Society in various ways that match your skills and interests?  Yes  No  Perhaps

**Society of Saint Vincent de Paul Greater Toronto Central Council**

**Board Director - Role Description**

Position Title: Board Director

Length of Term: All Board of Director positions are non-paid and have a term of 3 years in length. No more than two terms may be served consecutively.

Board Responsibilities: The Board of Directors is legally and ethically responsible for all activities of the Society of Saint Vincent de Paul Greater Toronto Central Council. To that end it:

1. Determines how the organization will carry out its mission through long and short-range planning.
2. Adopts an annual budget and provides fiscal oversight.
3. Recruits, orients, and develops board members.
4. Hires and evaluates the performance of the executive director.
5. Evaluates the Board’s performance and the overall performance of the organization in achieving the mission.
6. Establishes and updates policies for the effective management of the organization.
7. Ensures the protection of the organization through compliance with all applicable laws.

As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

Director’s Responsibilities:

* Understand and promote the organization’s mission
* Be informed and participate in the Board’s deliberations and decisions on organizational matters of policy, finance, programs, asset management, personnel, advocacy and operations
* Prepare for and attend Board meetings and appropriate committee meetings
* Actively serve on at least one committee and offer to take on special assignments
* Participate in the Society’s activities and special events
* Promote positive relations and communication among the Board, committees, staff members and the community to enhance the Society’s mission
* Keep current on issues affecting neighbours in need, including poverty reduction strategies
* Strictly adhere to conflict of interest and confidentiality policies

Assets, Skills and Experience:

* A sense of the wider community, committed and passionate about the work of the Society
* Commitment to collaborative decision making
* Experience in the private sector or the not-for-profit sectors
* Knowledge in one or more area of Board governance: policy, finance, programs, asset management, personnel, and advocacy an asset but not required
* Previous Board experience an asset but not required

Time Demands:

Attend and actively participate in monthly Board meetings and two additional extraordinary meetings per year, participate in at least one Board committee and other activities as they arise; time commitment is approximately 8 – 12 hours per month.

*May 2024*