

# BOARD OF DIRECTORS APPLICATION



<b>Name:</b>	<b>Date:</b>
<b>Address:</b>	<b>Home Phone #:</b>
	<b>Work Phone #:</b>
<b>City:</b>	<b>Fax #:</b>
<b>Postal Code:</b>	<b>Email:</b>
	<b>Date of Birth:</b>
<b>How did you learn about Family Transition Place?:</b>	
<b>Why are you interested in joining the Board of Directors?:</b>	
<b><u>PREVIOUS VOLUNTEER EXPERIENCE:</u></b>	
<b>Agency:</b>	<b>Position/Duties:</b>
<b>Agency:</b>	<b>Position/Duties:</b>
<b><u>EMPLOYMENT / EDUCATION INFORMATION</u></b>	
<b>Company Name:</b>	<b>Position:</b>
<b>Educational Background:</b>	
<b>Resume attached:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
<b><u>REFERENCES</u></b>	
<b>Name:</b>	<b>Relationship:</b>
<b>Phone #:</b>	
<b>Name:</b>	<b>Relationship:</b>
<b>Phone #:</b>	

**Please forward the completed Application Form to:**  
 Bonnie Waterfield, Executive Assistant  
 Family Transition Place, 20 Bredin Parkway, Orangeville, L9W 4Z9  
 Fax: 519-942-8243 Email: [bonnie@familytransitionplace.ca](mailto:bonnie@familytransitionplace.ca)  
 For more information call: 519-942-4122 ext. 222

# **KNOWLEDGE & LIFE EXPERIENCE CHECKLIST**

*As the board of a not-for-profit organization which serves widely diverse communities, it is important we maintain a strong representation of such communities. This inventory has been developed to capture your knowledge and experiences, whether in a formal or informal setting.*

*As you complete this checklist - reflect on your personal life experiences with employment, education, volunteering, in business, in the community, or in the home and how each has contributed to your knowledge & growth in the following categories.*

SUBJECT AREA	DEFINITION AND GUIDELINES Rate your working knowledge, understanding, and/or lived experience in each of the following categories: 1 (Limited knowledge/understanding/experience) 2 Eliminate this category 3 (Some knowledge/understanding/experience) 4 Eliminate this category 5 (Extensive knowledge/ understanding/experience)
FINANCE	Experience or knowledge of financial processes such as budgeting, understanding financial statements, government funding or investment planning.
<b>Scale</b>	<b>1                      3                      5</b>
<b>Comments</b>	
BUSINESS	You have experience establishing business connections/relationships in your local community whether that's here in Dufferin County or Caledon or in previous communities you have lived in. You have some familiarity with business operations and planning, or working with advisors, accountants, or legal counsel.
<b>Scale</b>	<b>1                      3                      4-                      5</b>
<b>Comments</b>	
FUNDRAISING & PLANNED GIVING	Knowledge/understanding in the realm of fundraising and planned giving. Previous participation (in any capacity) with events supporting charitable organizations. Finding and working with committed donors.
<b>Scale</b>	<b>1                      3                      5</b>
<b>Comments</b>	
NOT-FOR-PROFIT SECTOR	You have some knowledge, understanding or first-hand experience of the not-for-profit sector and the types of issues and challenges that might impact it.
<b>Scale</b>	<b>1                      3                      5</b>
<b>Comments</b>	
VIOLENCE AGAINST WOMEN SECTOR	Knowledge of the Violence Against Women sector and some understanding of the oppressions experienced by those who identify as women, and all persons who access FTP services. The understanding and awareness of intersectional identities and its

	impacts within the context of violence against women.
<b>Scale</b>	<b>1                    3                    5</b>
<b>Comments</b>	
ANTI-OPPRESSION, ANTI-RACISM AND EQUITY	Experience/awareness of challenges by marginalized groups, including those with intersectional identities, which creates an imbalance of power structures and results in inequity of resource distribution. The understanding of institutionalized and systemic racism and injustices that result from oppression.
<b>Scale</b>	<b>1                    3                    5</b>
<b>Comments</b>	
ADMINISTRATION & POLICY	You have some familiarity with the concept of “governance.” This might include an understanding of best practices, by-laws, policy development, strategic thinking and risk oversight.
<b>Scale</b>	<b>1                    3                    5</b>
<b>Comments</b>	
COMMUNITY INSIGHT & IMPACT	Understanding of decision-making processes using a community-focused and relationship-building lens. Knowledge of local/regional/provincial implications of decisions and actions taken. Engagement of community stakeholders/partners in new concepts and approaches. Knowledge of the diverse population of the community at large and served by FTP.
<b>Scale</b>	<b>1           2           3           4           5</b>
<b>Comments</b>	
COMMUNICATIONS	Understanding of marketing communication tools to assist in the promotion and messaging of not-for profit organizations. Some exposure to, or an interest in, public speaking, public education and engagements.
<b>Scale</b>	<b>1                    3                    5</b>
<b>Comments</b>	
STRATEGIC / ANALYTICAL THINKING	Ability to assess information based on all available facts, information and ‘voices at the table’ for practical implementation.
<b>Scale</b>	<b>1           2           3           4           5</b>
<b>Comments</b>	
BOARD OF DIRECTORS & GOVERNANCE	Understanding and/or exposure to the role on a board of directors, preferably in the not-for-profit sector. Familiarity with governance responsibilities including but not exclusive to, policy development, fiduciary oversight, risk oversight, recruitment and succession planning, board officer selection, board evaluation and education. Knowledge of governance vs operational board participation.
<b>Scale</b>	<b>1           2           3           4           5</b>

<b>Comments</b>	
LEADERSHIP	An understanding of effective leadership qualities. Knowledge/exposure to developing consensus, promoting collaboration and guiding initiative.
<b>Scale</b>	<b>1      2      3      4      5</b>
<b>Comments</b>	
HEALTH CARE	Experience or understanding of health care organizations and/or care-giver providers – primary care, hospitals, long term care facilities, mental health, and addictions, the aging population, home care, social and community care.
<b>Scale</b>	<b>1      2      3      4      5</b>
<b>Comments</b>	
SUSTAINABLE HOUSING & HOMELESSNESS	Knowledge and/or familiarity of local housing development and the market pertaining to affordable housing. Understanding, knowledge or experience in working towards sustainable solutions to homelessness within the community.
<b>Scale</b>	<b>1      2      3      4      5</b>
<b>Comments</b>	
LEGAL	General legal experience in Not-for-profit or For-profit business. Overall broad legal knowledge and awareness of, legal issues affecting organizations, legal advice (if you are a lawyer/paralegal), internal governance policies, business, housing, mergers, etc. Understanding and commitment to social justice within a not-for-profit context.
<b>Scale</b>	<b>1      2      3      4      5</b>
<b>Comments</b>	
OTHER SKILLS & INTERESTS	<b>Any other experience, knowledge or skills that you feel would help contribute to the work of the Board.</b>