

Application to join SEESA's Board of Directors

This form can be used to apply for the position of Board President or Board Director.

Nominations must be received by August 17, 2021.

**Drop your completed form off at the SEESA front desk or email it to
mom.mitchell@hotmail.com**

Full name:

Home address:

Home telephone: _____

Cell phone: _____

E-mail address:

- 1. Please describe why you would like to join the SEESA Board of Directors:**
- 2. Are you currently on any other volunteer Board or Management Body and if so, please provide details:**
- 3. If you are already a member of SEESA or have been in the past, please describe your involvement with us:**
- 4. Please describe your past volunteer involvements indicating the extent and level of each of them:**

5. Please indicate your employment history indicating dates and professional and educational levels/qualifications achieved (you may attach your resume if desired):

6. What have been the most important lessons you have learned from your volunteer involvements over the years:

7. Please provide the names and contact details of two (2) people who would be willing to provide a reference for you:

8. Is there any other information you would wish to provide that may be relevant to your application?

I hereby make application to join the SEESA Board of Directors:

Date: _____, 2021

Please print name and sign

attachments:

1. Board Terms of Reference 2021
2. Board Skills Set
3. Consent to be a Director

Attachment 1

SEESA Board Terms of Reference 2021

The Context

SEESA has experienced serious challenges in the past two years. In 2021 SEESA continues to face serious challenges. We hope to be able to finally return to in-person activities in the Fall. We don't know how many members will renew, or how many new members may join. We don't know if members and volunteers will step up to take on necessary additional tasks and financial challenges. We do know that government funding is reducing and that SEESA must find ways to become more self sufficient. Even with our much-reduced expectations and expenses we cannot forecast a balanced budget for 2021.

Terms of Reference for the Board

SEESA's Strategic Plan (2021-2025) identifies SEESA's desire to achieve accreditation from Imagine Canada, the umbrella organization for Canada's charitable sector.

Imagine Canada states that Board and committee terms of reference describe the purpose and operating structure of a non-profit or charitable organization's board of directors. By setting clear expectations, terms of reference guide board member behaviour and provide a framework for board decision-making.

In applying Imagine Canada's description we understand that the terms of reference (mandate or job description) for SEESA's Board includes:

- setting the strategic direction (approving strategies and goals),
- **managing and directing the organization's operations in place of a senior staff person (see below),**
- monitoring the organization's performance (overseeing the conduct of the business of the organization),
- overseeing risk management,
- approving policies appropriate for the business of the organization, and
- establishing procedures for good governance.

Amongst other actions our Board is required to review, approve and monitor SEESA's

- mission and strategic direction,
- annual budget,
- key financial transactions,
- compensation policies and practices, and
- fiscal and governance policies.

Much of the Board's work is conducted through committees. We have re-defined a committee structure that we believe will better meet SEESA's current needs. Formal

implementation of that structure is ongoing. The terms of reference for these Committees include:

- the name of the committee
- the committee's purpose
- important duties and responsibilities
- the committee's composition and roles
- meeting details
- annual objectives
- reporting details
- process for review and evaluation of the committee
- approval date and review date of the terms of reference

With SEESA's reduced resources Committees cannot expect significant staff or financial support and Committee members must be prepared to carry out a range of tasks to meet the Committee terms of reference.

SEESA's Administrative Governance (2021)

SEESA's Board currently operates as an **administrative governance Board** as SEESA has chosen, for financial reasons, to operate without a senior staff or Executive Director (ED) position. Board members must fulfill their governance Board responsibilities as outlined above AND **take on administrative work** that an ED would normally carry out such as:

- the management direction and oversight of the organization, its services, programs and staff;
- the research, evaluation and development of recommendations and reports to assist the Board to make important decisions, such as when and how we can re-start in-person activities and how we can provide a sustainable cafeteria;
- the research, development and writing of necessary policy, procedures and bylaw changes for board and membership approvals;
- regular financial management, oversight and reporting on all revenues and expenditures; and
- the leadership and direction of day-to-day operational matters, such as training and oversight for new volunteer roles and assignments.

SEESA Board and committee members must be ready to take on administrative roles and responsibilities normally assigned to staff.

Attachment 2

SEESA BOARD SKILLS SET

Please indicate how you rate your level of skill – see rating scale below.

Rating	Skill Set
	Volunteer Board governance
	Business management
	Legal / regulatory
	IT skills
	Human resources
	Financial records, controls and reporting
	Risk and asset management
	Knowledge of social impact of charities
	Fund development / philanthropy
	Public policy / government relations
	Stakeholder development, including members and volunteers
	Marketing and communications
	Involvement with the seniors sector, including program delivery
	Health and safety
	Public speaking
	Cultural and inclusion principles

Please rate yourself on a 5 point scale in each of the above areas:

- 4** **expertise**
- 3** **strong experience**
- 2** **sound understanding**
- 1** **limited experience**
- 0** **no experience**

Attachment 3

CONSENT TO ACT AS A DIRECTOR

I _____
(please print)

hereby consent to my nomination to serve as a Director on the South East Edmonton Seniors Association (SEESA) Board of Directors.

I confirm that:

- I will be a member of SEESA in good standing as of the date of my election or appointment
- I am at least fifty-five (55) years of age and am a resident of Alberta
- I have completed and submitted an Application to join SEESA's Board of Directors
- I have read the responsibilities of a Director as stated in the said Application and accompanying attachments
- I have read the Bylaws of SEESA and other relevant governance documents and will comply with the same
- I not aware of any personal circumstances or conflicts which would render inappropriate my election or appointment to the SEESA Board of Directors
- I am not now an employee of SEESA nor have I been one in the 12 months preceding this Application
- I am not related to an employee of SEESA or to a person who has been one in the past 12 months preceding this application

Applicant's signature _____

Date: _____, 2021