



## **BOARD OF DIRECTORS APPLICATION**

### **RESPONSIBILITIES**

Board Members must be interested in, and understand the following:

- sexualized violence,
- the mission and vision of Avalon Sexual Assault Centre, and
- the necessary time commitment of serving on the Board.

Regular Board meetings take place monthly, and are two-three hours long. Additionally, every Board member serves on one of the following working committees: Communications, Finance, Governance/Nominations, or Human Resources. Attendance at monthly committee meetings, and time dedicated to committee work, is also required.

The general duties of Avalon Centre Board members include:

- Keeping informed and up-to-date on relevant issues, policies, and/or government activities
- Promoting the work and activities of Avalon
- Sharing skills and expertise, as needed and appropriate
- Contributing to ongoing discussions and decision-making in relation to Avalon's mission, goals, strategic plan, and direction
- Evaluating Avalon's activities and performance regarding its mission and goals
- Assisting with hiring, performance appraisal, evaluation, reviews, and discipline of the Executive Director
- Actively participating on Board committees
- As needed, contributing to the drafting of communication messaging to be circulated publicly and/or to stakeholders
- Supporting development, evolution, and/or amendment of organizational documents, including by-laws and governing policies
- Participating in the oversight of Avalon's financial planning, budgeting, and management
- Contributing to recruitment and succession planning for Avalon's Board, which endeavours to ensure the cultural diversity and expertise of members
- Assisting and supporting Avalon's fund development activities and goals

### **CONFLICTS OF INTEREST**

Please note that Avalon is unable to consider applications from anyone who has been a client of Avalon Sexual Assault Centre's therapeutic counselling services in the past year. Applicants must also notify Avalon of any real or perceived conflict of interest with regard to serving on the Board of Directors.

## BOARD OF DIRECTORS APPLICATION

Name:

Email:

Phone:

Occupation:

Having reviewed the Board members' roles and responsibilities as stated above, please explain why you are interested in joining the Avalon Sexual Assault Centre Board:

Please describe any life experiences, skills, training, work, and interests you believe might assist you in your role as a Board member:

If not mentioned in the answer above, please describe any experience you have as a board member with other organizations:

Please indicate areas of experience you can bring to the Avalon Board:

<b>Skills/knowledge</b>	<b>Professional experience</b>	<b>Other experience</b>	<b>Details</b>
Strategic planning			
Fundraising			
Board development (workshops, training, recruitment)			
Policy development			
Human resources			
Financial management			
Law			
Communications			
Government relations			
Corporate connections			
Organizational development			
Information technology			
Event planning			
Other:			

Is there anything else you'd like to share about yourself that may be relevant?

**Please list two references:**

Reference 1:

Name:

Relationship:

Phone:

Email:

Reference 2:

Name:

Relationship:

Phone:

Email:

Signature:

Date:

**Please complete this application and return it with your resume to Kerry Copeland (Board Chair): [kerrycopeland1964@gmail.com](mailto:kerrycopeland1964@gmail.com).**

**For more information about the Avalon Sexual Assault Centre, visit [www.avaloncentre.ca](http://www.avaloncentre.ca).**