



Application for Nomination to the Board of Directors

The Dufferin Community Foundation enjoys an excellent reputation in the Dufferin community with donors and community organizations alike. To maintain and build upon these excellent results, the Dufferin Community Foundation 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 board meetings and serve on one (or more) board committee (Finance, Governance, Grants or Outreach). A commitment of 8-10 hours per month commitment (for reading, preparation, and meeting attendance) will meet your obligations to the Board. New members will be required to attend orientation sessions.

If you can make this commitment to board work, please submit the attached application form. Please also include a one-page summary of your board, work and volunteer experience, skills, and interests.

In summary, the selection process is as follows:

1. Complete the enclosed and return to Debbi Goss at Dufferin Community Foundation by **May 5, 2023**
 - Application for Nomination
 - Summary of Board Guidelines
 - Skills Inventory
2. Include a one-page personal summary.
3. If requested, meet with the interview panel in early May 2023.
4. Attend the Annual General Meeting on June 6, 2023.

Thank you for your interest.

Debbi Goss, Chair
Governance Committee

DUFFERIN COMMUNITY FOUNDATION

**Application for Nomination to the Board of Directors
(Submit written form or electronically in PDF)**

Full Name: _____

Address: _____

Telephone: home _____ work _____

Fax: _____

Email: _____

1. In fifty words or less highlight your work experience.

2. List the Boards on which you serve/have served.

3. List any other volunteer activities and your role.

4. (a) Please indicate your level of knowledge, skills and experience for each of the following categories

<p>NONE = No experience BASIC = Some experience INTERMEDIATE = General working knowledge ADVANCED = Significant background (professional designation, education or experience)</p>				
Category	None	Basic	Intermediate	Advanced
Board Governance Experience & Education				
HR Performance Management				
Risk Management				
Financial Management				
Investment Management				
Strategic Planning				
Community Acumen & Outreach				
Public Relations - Communications				
Marketing				
Grants Strategy & Innovation				
Non-Profit Experience				
Donor Engagement				
EDI Experience				

4. (b) In a short paragraph, summarize one accomplishment that illustrates those skills that you have indicated as “good” or “advanced” knowledge, skills, and experience.

5. Have you experience with foundations? If so, provide details.

6. In a short paragraph, describe your interests/concerns in our mission of financial sustainability of Dufferin based charities.

7. Record other pertinent information you wish to share with us.

I have read the attached Board of Directors' Statement of Qualifiers and hereby confirm that I satisfy these requirements.

Signature: _____ Date: _____

DUFFERIN COMMUNITY FOUNDATION

Statement of Qualifiers

As per the Dufferin Community Foundation General Operating Bylaw (2017):

1. Every director shall:
 - (a) Be eighteen or more years of age.
 - (b) Be a resident of, employed in or carry on a business in, the catchment area of County of Dufferin; for at least three (3) months immediately prior to the date of this application.
 - (c) not been found by a court in Canada or elsewhere to be mentally incompetent.
 - (d) not have the status of a bankrupt.
 - (e) Be in full agreement with the governing documents of the Corporation.
 - (f) Be a Member of the Corporation at the time of election (or within ten (10) days after election) and during the term of office; and
 - (g) not be an ineligible individual as defined in the *Income Tax Act* (Canada).
2. Directors must not be employees of the Corporation. At least two (2) of the Directors must not be Officers of the Corporation or be officers or employees of the Corporation's affiliates. Upon taking office, a Director shall be deemed to be a Member of the Corporation.

DUFFERIN COMMUNITY FOUNDATION

Summary of Board Guidelines

PURPOSE

To describe the principles that will govern the conduct of the Board of Directors in the fulfillment of its responsibilities on behalf of the membership.

PROCEDURE

Conflict of Interest

Board members are expected to act in such a way as to preserve the integrity of the Board's governance process and to avoid any conflict of interest with respect to their fiduciary responsibility.

1. Any Director who has an interest directly or indirectly in a proposed contract or transaction or in a contract or transaction with the Dufferin Community Foundation shall declare such interest in the contract or transaction at a meeting of the Directors.
2. In the case of a proposed contract or transaction, the Director shall declare such interest at the meeting of the Board at which the question of entering the contract or transaction is first taken into consideration or if such person is not present at such meeting, then at the first Board meeting held thereafter. If the Director is not at the date of that meeting interested in the proposed contract or transaction, the Director shall make the declaration at the first Board meeting which is held after the Director became interested in the proposed contract or transaction. In the case where the Director becomes interested in a contract or transaction after it is made, the Director shall declare such interest at the first Board meeting held after the Director becomes so interested.
3. No member of the Board of Directors, nor the spouse, dependent child, parent, brother, or sister, nor person living in the same household of a member of the Board of Directors shall enter any proposed contract or transaction or contract or transaction with Dufferin Community Foundation, except:
 - (a) on a competitive bid basis or other basis in writing.
 - (b) and where the Director has declared any interest therein, and where they have absented themselves from the meeting and where they have refrained from voting thereon.
4. Directors shall not vote on any matter in which they have a direct or indirect financial interest and shall declare the details of such interest prior to the discussion and vote on such matter.
5. Any Director who has declared an interest in any proposed contract or transaction, or contract or transaction or other financial interest with the Dufferin Community Foundation, which is being discussed, shall absent themselves during the discussion of and vote upon the matter and the event shall be recorded in the minutes.

One Voice

The Board acts and speaks with one voice.

1. Diversity of opinion and full debate on issues are encouraged during Board deliberations.
2. A Board member shall accept and support publicly the decisions of the Board, irrespective of their position on the issue during its deliberation. Once a decision has been reached by the Board of Directors, no member shall speak publicly against this decision.
3. A Board member acknowledges that the authority of the Board is derived from the Board as a whole and not from any individual member of the Board. As such, a Board member shall not have any authority to act on behalf of the Board, unless so authorized by the Board.

Confidentiality

A Board member shall have a fiduciary responsibility to ensure that they do not disclose confidential information.

1. A Board member shall keep confidential and shall not disclose or make available all oral or written information which has been identified as confidential and shall use their best efforts to prevent its inadvertent disclosure to any other person.
2. A Board member shall respect the confidentiality of matters brought before the Board or before any committee or any matter dealt with during the director's tenure with the Dufferin Community Foundation.
3. A breach of this policy may be the cause of a request by the Chair for the Board member's resignation.

TO BE SIGNED PRIOR TO STANDING FOR ELECTION TO THE BOARD AND ANNUALLY THEREAFTER.

Print Name: _____ Signature: _____

Date: _____