**Board of Directors Application Form**

On behalf of everyone here at the Timmins Learning Centre (TLC), thank you so much for your interest in joining our Board of Directors. Serving on the board is a rewarding experience and an opportunity for personal and professional growth. Our Board of Directors plays a vital role in promoting our vision and mission in our community. We welcome individual applicants with suitable skills and experience to help us increase the scope and impact of our work.

The following application offers us an opportunity to know more about you, your skills, attributes and what you would bring to our board. It will also help you understand the expectations and time commitments of this leadership position.

Please return the completed application by email to info@timminslearningcentre.ca, Attn: Madison Mizzau, Chairperson. Applications are reviewed by the current Board of Directors to identify and evaluate potential board candidates. All new directors are elected by a majority vote of current board members at the Annual General Meeting.

Thank you again for your interest in our work and for taking the time to complete this application with thought and care.

**About the Timmins Learning Centre**

Our organization strives to increase public awareness and support for literacy and promote lifelong learning in our community.

**Our Vision:** To be part of a community-based network that helps individuals and families achieve success by supporting and encouraging lifelong learning.

**Our Mission:** To help individuals and families in our region reach their full potential by providing learner-centred literacy, numeracy and essential skills programs.

**Key Programs**

**Adult Literacy and Basic Skills:** This program helps to improve reading, writing, math, computer and other basic skills to help adults 19+ meet their goals of further education, apprenticeship, employment or greater self-confidence.

**One-to-One Tutoring Services for Children:** This bilingual program is designed for children in grades 1-12 who face difficulty in school with reading, writing, and/or math.

**Board Member Requirements and Expectations**

* Be at least 18 years of age or older
* Commit to a minimum of 4 hours per month, including attending monthly board meetings
* Stay informed about organization matters and actively participate in board discussions
* Provide strategic leadership
* Ensure the organization’s financial viability and sustainability
* Be an ambassador for the organization and promote its work in the community

**Candidate Information**

|  |  |
| --- | --- |
| Name:  | Birthdate: |
| Address: |
| City: | Province: | Postal Code: |
| Telephone: | Email: |
| Position/Title: |
| Company/Employer: |

**Personal Statement**

Why are you interested in volunteering as a board member for the Timmins Learning Centre? How do you think you can help the TLC in carrying out its vision and mission?

**Our Work**

What do you see as 1-2 challenges and 1-2 opportunities for the Timmins Learning Centre in the next few years?

**Volunteer Experience**

Have you previously served (or are currently serving) on other non-profit boards? If so, which one(s) and what was or is your role?

Please describe any other volunteer experience you may have.

**Skills / Expertise**

Please mark the skills and expertise you will bring to us that will strengthen our board and enhance the ability of our organization to deliver on its mission.

* Accounting or Finance
* Community Relations or Outreach
* Education or Literacy
* Event Planning
* Fundraising
* Governance and Leadership
* Human Resources
* Legal
* Information Technology
* Marketing and Communications
* Grant Writing or Assessment
* Non-Profit Experience
* Policy Development
* Risk Management
* Strategic Planning
* Volunteer Management
* Other (please specify):

**Attributes**

A board is more than a collection of individuals. It is an entity that governs, approves strategy, and engages in robust discussion and debate on relevant issues. It must act as a single entity. As such, the personality traits you bring to the board will help us to ensure that we have a diversity of personality styles and traits that, when added to our current board members, will enhance the ability of the board members to work together as a governing body.

* Collaborative
* Respectful of varying points of view
* Willing and able to lead a discussion
* Facilitative style
* Enthusiastic
* Comfortable speaking in front of groups
* Manages time well
* Optimistic
* Responsive
* Strong work ethic
* Good sense of humor
* Asks tough questions with respect

**Commitment**

Board service is a true commitment of time and energy. We estimate that board service could be a commitment of **4 to 6 hours** each month. In addition, we ask for board members to attend the Annual General Meeting.

Do you have any concerns or potential conflicts that may serve as impediments to this time commitment? If so, how will you manage the demands on your time?

**Other**

What can we do to ensure that your participation is meaningful, fulfilling, and rewarding?

**Nomination**

I am prepared to let my name stand for election and will be free to carry out my responsibilities as an active Director should I be elected.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_