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**Application Package**

**2022-2023 Board of Directors**

# Instructions and Information

Thank you for your interest in serving on the Board of Directors of the Ottawa Humane Society (OHS). The nominating committee is seeking three new members to join the returning members of the OHS Board of Directors. If elected, you would be asked to join the board following the September, 2022 Annual Meeting.

The OHS is looking for candidates who are committed to animal welfare in order to build a compassionate community and brighter future for Ottawa. Candidates with community leadership experience or previous board experience at charitable/not-for-profit organizations are preferred; however individuals who meet some or all of the criteria indicated below are encouraged to apply.

The OHS board is a governance board. The OHS has an experienced senior leadership team that manages the operations of OHS. The board is responsible for oversight, insight and foresight for the organization. Ideally, you will have experience in one or more of the following areas: community leadership; equity, diversity and inclusion initiatives; finance/accounting; legal or regulatory; governance; management/strategic planning; charitable or not-for-profit experience; evaluation/performance management; fundraising; human resources/recruitment & retention; privacy/security; information technology; communications or public relations; government relations; and specialized skills as needed.

The OHS is committed to diversity. We recognize that equity, diversity and inclusion will strengthen our work, and we are committed to addressing systemic barriers to equity in our board composition. As such, we encourage candidates to self-identify, if they wish, particularly those who are members of underrepresented or disadvantaged groups including, but not limited to women, Indigenous Peoples (First Nations, Inuit and Métis), members of racialized groups, persons with disabilities, and members of LGBTQ2+ communities.

**Expectations of the successful candidate are:**

* Serve three, two-year terms
* Serve on at least one committee\*
* Commit to six to eight hours a month in board duties
* Attend four to five board meetings during the year
* Become a member of the OHS, if not already a member

\*The Board is comprised of four standing committees: executive, governance, nominating, and finance and audit. Other ad hoc committees may be formed as required and committees generally hold six to ten meetings a year

**APPLICATIONS MUST BE RECEIVED BY: 5 p.m. EDT FRIDAY April 22, 2022**

**Once the interview process is complete, all applicants will be contacted.**

**We ask that you not contact the OHS until then and thank you in advance for your interest and patience.**

The application form follows, and a copy of our most recent annual report is attached. Please submit the completed application form *along with a copy of your resumé* to the Manager: Volunteers, at [volunteer@ottawahumane.ca](mailto:volunteer@ottawahumane.ca) no later than **5 p.m. EDT on Friday, April 22, 2022**. **Please note that your resumé must not exceed 4 pages in length.**

**Please include where you heard about this opportunity.**

Successful applicants must be available for interviews on the evenings of **May 24, 25, 26, or 30, 2022.**

**All applications will be treated with the strictest confidence.**

*CONFIDENTIAL WHEN COMPLETED*

**BOARD OF DIRECTORS**

**APPLICATION FORM 2022-2023**

**NOTE: USE SHIFT+ENTER WHEN FILLING OUT INFORMATION**

**PERSONAL INFORMATION:**

NAME: Click here to enter text.

OCCUPATION: Click here to enter text.

FULL ADDRESS:

Click here to enter text.

TELEPHONE

DAY: Click here to enter text.

EVENING: Click here to enter text.

CELL: Click here to enter text.

EMAIL: Click here to enter text.

**QUESTIONAIRE:**

1. **Explain why you are interested in becoming a volunteer member on the Board of the Ottawa Humane Society and how you believe you could assist the OHS Board.**

Click here to enter text.

1. **Why is animal welfare personally important to you?**

Click here to enter text.

1. **In what ways have you been involved in your community/communities?**  
   Click here to enter text.
2. **What issues and/or activities are you interested in being involved with as an Ottawa Humane Society Board Member?**  
   Click here to enter text.
3. **Please indicate your involvement with the OHS to date.**   
   Click here to enter text.
4. **If you have ever been a member of a Board of Directors, please indicate which Board(s) and which position(s) you held? Also, please describe some of the major issues that you worked on as a Board member in each organization and what you personally contributed to each Board/organization.**  
   Click here to enter text.
5. **Please outline where and how your experience match some or all of the following skill sets :**
   1. **Previous Board of Directors experience:**  
      Click here to enter text.
   2. **Community leadership:**

Click here to enter text.

* 1. **Equity, diversity and inclusion:**Click here to enter text.
  2. **Financial/accounting expertise:**

Click here to enter text.

* 1. **Legal or regulatory expertise:**   
     Click here to enter text.
  2. **Governance experience:**Click here to enter text.
  3. **Management/strategic planning experience:**Click here to enter text.
  4. **Charitable or not-for-profit experience:**Click here to enter text.
  5. **Evaluation/performance management experience:**   
     Click here to enter text.
  6. **Fundraising experience:**Click here to enter text.
  7. **Human Resources/recruitment & retention experience:**

Click here to enter text.

* 1. **Privacy/security expertise:**   
     *Click here to enter text.*
  2. **Information technology expertise:**Click here to enter text.
  3. **Communications or public relations experience:**Click here to enter text.
  4. **Government relations experience:**Click here to enter text.
  5. **Other qualities/skills/designations/experience you wish to highlight:**   
     Click here to enter text.

1. **Describe other volunteer experiences you have had that would be relevant and what you believe you personally contributed in these situations.**

Click here to enter text.

1. **How will your personal experiences of understanding diversity inform your work on the OHS board?**

Click here to enter text.

1. **In the space provided below, please feel free to offer any additional information or comments in support of your application.**  
   Click here to enter text.

***Thank you for your interest in the Ottawa Humane Society.***