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**Application Package  
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 two new members to join the Board of Directors. If elected, you would be asked to join the board following the September 12, 2023 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. We encourage applications from candidates with community leadership experience or previous board experience at charitable/not-for-profit organizations; we also welcome applications from members of underrepresented or equity-deserving groups including women, Indigenous Peoples (First Nations, Inuit and Metis), members of racialized groups, persons with disabilities, and members of LGBTQ2+ communities.

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:

- previous Board of Directors experience
- community leadership;
- equity, diversity and inclusion initiatives;
- governance expertise;
- 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; and/or
- government relations

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 equity-deserving groups.

**Expectations of the successful candidate are:**

- Serve three, two-year terms
- Serve on at least one standing 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 March 31, 2023**

**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.**

PLEASE NOTE: The annual call for new board members generates significant interest. We thank all applicants for their interest and effort in applying for these two positions within such a competitive environment.

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 Executive Assistant at ea@ottawahumane.ca no later than **5 p.m. EDT on Friday, March 31, 2023. Please note that your resumé must not exceed 4 pages in length.**

Successful applicants must be available for interviews on the evenings of April **24, 25, 26, and 27, 2023**

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

CONFIDENTIAL WHEN COMPLETED

**BOARD OF DIRECTORS  
APPLICATION FORM 2023-2024**

NOTE: USE SHIFT+ENTER WHEN FILLING OUT INFORMATION

**PERSONAL INFORMATION:**

NAME:

OCCUPATION:

FULL ADDRESS:

TELEPHONE

DAY:

EVENING:

CELL:

EMAIL:

**QUESTIONNAIRE:**

1. **Where did you hear about this opportunity?**
2. **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.**
3. **Why is animal welfare personally important to you?**
4. **In what ways have you been involved in your community/communities?**
5. **What issues and/or activities are you interested in being involved with as an Ottawa Humane Society Board Member?**
6. **Please indicate your involvement with the OHS to date.**

7. **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.**
8. **Please outline where and how your experience match some or all of the following skill sets :**
- a) **Previous Board of Directors experience:**
  - b) **Community Leadership:**
  - c) **Equity, diversity and inclusion initiatives:**
  - d) **Governance :**
  - e) **Management/strategic planning:**
  - f) **Charitable or not-for-profit experience;**
  - g) **Evaluation/performance management expertise:**
  - h) **Fundraising expertise:**
  - i) **Human resources or recruitment & retention expertise:**
  - j) **Privacy/Security:**
  - k) **Information Technology**
  - l) **Communications or Public Relations:**
  - m) **Other qualities/skills/designations/experience you wish to highlight:**
9. **Describe other volunteer experiences you have had that would be relevant and what you believe you personally contributed in these situations.**
10. **In the space provided below, please feel free to offer any additional information or comments in support of your application.**
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***Thank you for your interest in the Ottawa Humane Society.***