

# Brain Injury Society

Education • Support • Housing

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## EXPRESSION OF INTEREST IN SERVING ON THE BOARD OF DIRECTORS

The Board of Directors is the governing body of the Society. Its function is to make policy, manage the business affairs of the Society and set the strategic direction(s) for SOSBIS. Directors are volunteers who serve a term of two years, and receive no financial compensation for their service.

If you wish to be considered for election as a Director, please complete the following form and return it to the Society at the reception desk at #2-996 Main Street, Penticton. You will subsequently be contacted for an interview by the Nominations Committee. Attached to this form is both a description of the nominations process and an outline of the qualification/selection criteria.

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

How did you hear about this volunteer opportunity? \_\_\_\_\_

### PLEASE INDICATE IN ATTACHED DOCUMENT(S):

1. Why you wish to serve as a Director of the Society
2. How you meet the qualification/selection criteria
3. Provide a resume
4. Provide at least two references able to speak to your ability to work as part of an organizing group of Board Volunteers
5. Provide a short bio and head shot picture – see sample attached

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## Board of Directors Nominations/Election Process

**Step 1: Formation of a Nominations Committee by the Board of Directors** 3 months before the Annual General Meeting (AGM)

**Step 2: Call for expressions of interest** - 2 months before the AGM

- the call will be made through the Newsletter, electronic media and an email to members
- an Expression of Interest form will be made available through the website and from the SOSBIS office
- the Expression of Interest form will give the criteria for selection as a Director, the vetting process and the election process
- the Expression of Interest form will request the applicant provide reasons why they wish to serve on the Board of Directors, their resume, and references regarding their ability to serve on a Board of Directors

**Step 3: Special General Meeting**

- a Special General Meeting will be called to take place 1 months before the AGM
- notice of the meeting will be sent to all members of the Society
- the business of the Special General Meeting will be to receive nominations, including nominations from the floor
- anyone nominated "from the floor" must also complete an Expression of Interest form and submit it to the nominations committee
- anyone nominated must obtain and submit a Criminal Record Check from the RCMP (the form is available from the SOSBIS office, and any expense will be reimbursed by SOSBIS)

**Step 4: Vetting**

- the nominations committee will review all the Expression of Interest forms received and evaluate these against the criteria for selection
- the nominations committee will interview each person who has submitted an Expression of Interest form and reviews their criminal record check
- not later than 3 weeks before the date of the AGM the nominations committee will decide which applicants meet the selection criteria
- the nominations committee will inform applicants who do not meet the selection criteria
- all the applicants who meet the selection criteria will become the candidates for election at the AGM
- the ballot presented at the AGM will indicate which of the candidates, in the opinion of the nominations committee, are most complimentary to the current needs of the Board

**Step 5: Election**

- the notice for the AGM, which is sent to all members, will include a brief bio / statement for each of the candidates
- an election for the vacant Director positions will be held as a regular business item at the AGM

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## Board of Directors Qualification/Selection Criteria

The suitability of applicants for service as a Director of the Society will be judged on the basis of the following considerations.

### Level 1: Threshold Qualifications

- not a current client or service recipient of SOSBIS or has not been a client in the past six months - this criteria reflects the inherent conflict of interest of any person who is a current service beneficiary in deciding funding or staffing priorities, or the continuation or termination of services.
- expressed interest in or experience with brain injury
- ability to function at a Board of Directors level (Governance Board style)
- able to attend at least 8 of the 10 board meetings held each year
- Not been bankrupt in the last 7 years
- Never been convicted of a criminal offense

### Level 2: Knowledge/ Expertise

Does the applicant have demonstrated professional expertise, knowledge or experience in the following:

accounting	business
counseling	fundraising
law	health services
management/administration	housing/real estate/property
marketing	media
publicity	rehabilitation
social work	non-profit board governance

### Level 3: Residency

Is the applicant:

- primary residence within the SOSBIS catchment area
- a Canadian citizen or landed immigrant
- a member of SOSBIS

### Level 4: Desirable Qualifications

Can the applicant demonstrate or provide references for:

- people skills with funders, colleagues, staff volunteers and clients
- reasoning skills
- previous experience on Board(s) of Directors
- an understanding of the business of running a nonprofit society
- previous committee experience
- ability to work cooperatively