
Board of Directors Application Process

The Executive Committee oversees the recruitment, election and orientation of new Board members. All applicants must be SWESA members.

1. Please submit your application, addressed to the President, by dropping it off in person at SWESA's office, located in the Blue Quill Community Centre 11304 25 Ave, mail to the Post Office address listed above, or email to president@swesa.ca. If an Invitation to apply is initiated by an email from a member of the Executive Committee, the application can be attached and returned via email to that committee member.
2. Upon receipt of the application, the Committee will review your submission and invite you for an interview. A mutually agreed upon day, time and location will be arranged. The interview serves to inform you of the expectations, responsibilities, duties and work load of Board Members, and to answer any questions you may have. When invited to an interview, please bring your completed List of References.
3. The Committee will conduct reference checks.
4. You will be invited to attend one or more Board meeting(s) as an observer. This will enable Board Members to meet you and you will be given an opportunity to introduce yourself.
5. At the end of the campaign or time during which appointees are sought, the Committee will present your name to the Board for its approval. Appointments will be formalized by the Board.
6. You will be advised of the Board's determination.
7. If selected, your appointment will commence as of the first Board Meeting following your approval and acceptance. Your term will begin as of the next AGM or SGM where you will be presented to the membership for election to the Board.
8. An Orientation meeting will be scheduled to familiarize you with the organization, your role and responsibilities. You will receive a Board Binder, in electronic format, that contains SWESA's Bylaws, policies and other relevant information. A paper copy will be available upon request.
9. In addition, you will be asked to sign a declaration that you agree to abide by SWESA's Bylaws and Policies and a Confidentiality Agreement.



PO Box 88008, Rabbit Hill PO
Edmonton, AB T6R 0M5
Tel: 587 987 3200

Board of Directors Application

Thank you for your interest in serving as a volunteer Board Director of SWESA. You have chosen a wonderful way to become engaged with and contribute to your community. More information about SWESA, including board roles and opportunities can be found at www.swesa.ca

Applicant's Name: _____

Home Address: _____

Phone Number: _____ Cell: _____

Email Address: _____

In accordance with SWESA Bylaws, applicants must be regular members in good standing.

Are you a SWESA member? (please circle) Yes No

EXPERIENCE

What is/was your occupation? _____

Please tell us about yourself (background, skill-sets, volunteer experience, etc.) You may attach a short resume.



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Do you have previous board experience? (please circle) Yes No

If applicable, please check appropriate box(es) and provide names of organizations, dates of your involvement and brief descriptions of your responsibilities. If necessary, please attach an additional sheet.

- Board Chair Executive Committee Member Director
- Treasurer Committee Member Secretary

AREAS OF EXPERTISE AND/OR INTEREST

Please check appropriate boxes.

- Accounting Policy Development Marketing and Communications
- Human Resources Strategic Planning Organizational Effectiveness
- InformationTech. Public/Media Relations Other (please specify)

Applicant's Signature: _____ Date: _____

SWESA requires the information above to advise the Board of your interest in a Board Director position and to reflect your understanding of key board agreements. The information will be used by the Board to contact you and to consider your application. We rely on you to advise us of any changes to your personal information. If you would like further information about SWESA's privacy policy, contact the President.



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List of References

Applicant Name: _____

Please provide the name and contact information for three references.

Name:	
Relationship:	Years Known:
Phone Number:	Email address

Name:	
Relationship:	Years Known:
Phone Number:	Email address:

Name:	
Relationship:	Years Known:
Phone Number:	Email address:



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Confidentiality Agreement

I, _____ agree that my position with the SouthWest Edmonton Seniors Association (SWESA) shall be strictly on the following terms and conditions:

- 1. I acknowledge that I have been advised by SWESA that all information and documents that I may have knowledge of or access to through my position with SWESA are strictly confidential.
- 2. I undertake and agree at all times to treat as confidential all information acquired through my position with SWESA, and not to disclose same except as authorized in the course of my position or by law. I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of SWESA. I will not discuss such information with any party, nor will I participate in or permit the release, publication or disclosure of such information, nor will I copy, distribute, or disseminate such information, except as authorized in the course of my position or by law.

I understand that this agreement and undertaking includes:

(a) ensuring that disclosures of information are made only to persons entitled to that information;

(b) ensuring the confidential or personal matters concerning SWESA members, volunteers and staff are not divulged or discussed unnecessarily with other individuals I understand and acknowledge that, as a volunteer of SWESA, I am required to honour and be bound by those provisions in the same manner as all volunteers and staff even after I have left my position with SWESA

I understand that compliance with the confidentiality requirements of SWESA is a condition of my volunteer position and that failure to comply may result in termination of my volunteer position with SWESA.

I agree to be bound by the provisions of this Agreement and will continue to be so bound following the termination of my volunteer position.

SIGNED this _____ day of _____, 20_____.

Applicant:

Witness:

Print: _____

Print: _____

Declaration by Nominee



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I declare and affirm that I have read and understood the following documents and agree to abide by them during my term.

1. SWESA's Vision, Mission and Values
2. Role of the Board
3. Board Members Code of Conduct

Nominee's Name: _____

Signature: _____

Date: _____

I confirm that I have witnessed the signing of the **Declaration** by the above mentioned nominee.

Committee Member: _____

Signature: _____

Date: _____