



## Board of Directors Application Form

**Date**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Email**

\_\_\_\_\_

**Phone**

h) \_\_\_\_\_ w) \_\_\_\_\_ c) \_\_\_\_\_

**Address**

\_\_\_\_\_

\_\_\_\_\_  
**Previous Experience on a Board:**    \_\_\_ yes            \_\_\_ no

If yes, please provide name of other Board(s):

\_\_\_\_\_

**Statement of interest: (If you need more space feel free to attach your own document)**

Why are you interested in joining our board?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you feel you can contribute to CIS through your position on the board?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specific Areas of Relevant Expertise:**

*Please select all that apply.*

- Accounting or Finance
- Community Relations
- Event or Project Management
- Fundraising/Corporate Gifting
- Grant writing/assessment
- Human Resources/Personnel Management
- Law
- Marketing/Communications
- Not-for-profit experience
- Policy Development
- Sector (immigration & resettlement) experience
- Strategic Planning
- Other: \_\_\_\_\_
- Resume Attached**

I hereby submit my application for review by the CIS Board of Directors and Nominations Committee.

\_\_\_\_\_

**(Signature)**

## ***Board Member Job Description***

Orientation and training is provided to ensure Directors are comfortable and knowledgeable in their role; previous board experience is an asset but not required.

### ***Qualifications***

A team player with an interest in supporting an organization dedicated to the delivery of immigrant settlement services, and for education and awareness in developing welcoming and inclusive communities. Specifically, a Board member will have the willingness to:

- Commit time for regular Board meetings, committee meetings and planning sessions
- Prepare well for meetings, reviewing and commenting on minutes and reports
- Listen well and be thoughtful in considering issues
- Get to know other Directors and build a collegial working relationship that contributes to consensus
- Understand the fiscal implications of Board decisions
- Engage in critical thought and be committed to a vibrant future for the organization
- When possible, attend CIS-sponsored events, as well as community events as a CIS ambassador

### ***Responsibilities***

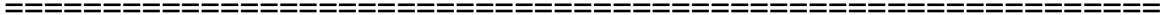
- Provide strategic leadership
- Be knowledgeable about the organization's values, mission, programs and performance
- Be an ambassador for the organization and promote its work in the community
- Ensure the organization's financial viability and sustainability
- Employ and evaluate the performance of the Executive Director
- Participate in fundraising efforts

To carry out these responsibilities, the Board meets monthly throughout the year with a break in December. We meet in July and August. In addition to attendance at Board meetings, you may be asked to participate on committees.

The Board is comprised of up to 15 members elected at the Cowichan Intercultural Society Annual General Meeting, typically held in June. Terms range from 1 to 3 years and we try to stagger them, so that no more than half of the Directors are being replaced or re-elected in any given year. Board members may serve a maximum of seven years.

To explore the opportunity to join our passionate, knowledgeable and dedicated Board of Directors, please contact the Board President at [president@cis-iwc.org](mailto:president@cis-iwc.org) or Executive Director Amanda Vance at [cis@cis-iwc.org](mailto:cis@cis-iwc.org) or 250-748-3112.

*where cultures connect*



**For Committee Use Only**

**How did we connect with this applicant:**

- Recommendation by a current Board member
- Recommendation by Staff member
- External / Public Advertisement
- Other \_\_\_\_\_

**Application has been reviewed by the Committee**

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

**Applicant has been interviewed the Committee**

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

**Nominee has been interviewed by the Board**

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

**Action Taken by the Board:** \_\_\_\_\_

\_\_\_\_\_

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