****

**Application Package**

**2017-2018 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 **one** new member to join the returning members of the Board of Directors.

Candidates with 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.

Candidates should be self-motivated and professional. Candidates should ideally also have experience in one or more of the following areas: governance; management/strategic planning; evaluation/performance management; fundraising; government; veterinary or animal care; finance/accounting; legal or regulatory and/or human resources/recruitment & retention. **This year, preference will be given to candidates with legal experience.**

**Expectations of the successful candidate are:**

* Serve three, two-year terms
* Serve on at least one committee\*
* Minimum of 12 hours a month in Board duties
* Attendance at 10 to 12 (approx.) Board meetings during the year
* If not already a member of the OHS, candidates shall become a member of the Ottawa Humane Society upon acceptance of your application by the Board of Directors.

\*There are several committees from which to choose including: Governance, Strategic Planning, Nominating, and Finance. Other ad hoc committees may be formed as required and most committees hold monthly meetings.

**APPLICATIONS MUST BE RECEIVED BY: 5 p.m. EDT FRIDAY May 5th, 2017**

**Once the interview process is complete, all who have applied will be contacted. We ask that you not contact the OHS until then and thank you in advance for your patience and interest.**

The application form follows. 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 May 5th, 2017**. **Please note that your resumé must not exceed 4 pages in length.**

Successful applicants must be available for interviews on the evenings of **June 6 or 7, 2017.**

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

*CONFIDENTIAL WHEN COMPLETED*

**BOARD OF DIRECTORS**

**APPLICATION FORM 2017- 2018**

**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.
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 if you are/are not a member of the Ottawa Humane Society and if yes, for how long?**  
     
   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. **Charitable organization/not-for-profit experience   
      (NOT Board specific):**Click here to enter text.
   3. **Governance expertise:**   
      Click here to enter text.
   4. **Management/strategic planning expertise:**Click here to enter text.
   5. **Evaluation/performance management expertise:**Click here to enter text.
   6. **Fundraising expertise:**Click here to enter text.
   7. **Government experience:**   
      Click here to enter text.
   8. **Veterinary or animal care experience:**Click here to enter text.
   9. **Financial literacy:**Click here to enter text.
   10. **Legal or regulatory expertise:**

Click here to enter text.

* 1. **Human resources or recruitment & retention expertise:**   
     *Click here to enter text.*
  2. **Other professional 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.
2. **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.***