



**BOARD MEMBER APPLICATION REQUIREMENTS  
AND  
INFORMATION PACKAGE FOR INTERESTED CANDIDATES  
2022-23**

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## 1.0 APPLICATION PROCESS

### 1.1 ROLE OF THE GOVERNANCE/NOMINATIONS COMMITTEE

As per the by-laws of the Alzheimer Society Durham Region, a Governance/ Governance/Nominations Committee of the Board is a standing committee that is responsible for recruiting and recommending qualified candidates to the Board of Directors for anticipated Board vacancies.

The Governance/Nominations Committee will review all applications and recommend a slate of candidates to the Board based on:

- the vacant positions to be filled;
- guidelines established for the selection of candidates,
- ability of candidates to fulfill requirements of Board membership; and
- the specific skills and qualifications of members that are desired, based on the overall Board profile.

A list of officers and their appointment term, upon approval of the Board is recommended at the Annual General Meeting of the Corporation for acceptance/approval by the general Membership.

### 1.2 TIMELINES

To ensure that a Board candidate list is available for the Annual meeting in September, the following dates have been established.

**If vacancies exist throughout the year, an ongoing recruitment process will be in place with time lines that may vary from the schedule below.**

Date	Description
May 1 <sup>st</sup>	Deadline for receipt of Board applications
May-June	Review of applications by Governance/Nominations Committee and interviews of potential Board candidates
June 21 <sup>st</sup>	Recommended list of candidates to fill vacancies to Board meeting
Sept AGM	Presentation of nominations for consideration

### 1.3 APPLICATION FORM

To ensure consistency in the information received from prospective/interested Board candidates, all individuals are required to complete and submit an application form and CV/résumé. Additional material, such as a letter of interest may be attached to support and/or supplement the application form.

#### 1.4 RECOMMENDATIONS

The Governance/Nominations Committee will review all applications based on pre-established criteria and/or the particular skills required to fulfill the requirements of the Board and existing vacancies.

Candidates will be shortlisted and where appropriate, an interview process will be held with shortlisted candidates. Candidates not selected by the Governance/Nominations Committee will be so advised.

The recommendations of the Governance/Nominations Committee will be forwarded to the Board for consideration. Upon approval of the Board, a list of officers will be recommended at the Annual General Meeting of the Corporation for acceptance/approval by the general Membership.

## 2.0 **OVERVIEW OF ALZHEIMER SOCIETY DURHAM REGION**

#### 2.1 HISTORY, STRUCTURE AND SERVICES

The Alzheimer Society Durham Region (ASDR) was initially founded in 1979 by a group of family caregivers. In 1986, the organization was incorporated as a charitable non-profit organization and now serves the Durham Region, an area comprising approximately 2,500 square kilometers with a population of 608,124 (2011 Census, Statistics Canada). Of that population, it is estimated that approximately 87,000 people are aged 65 years or older and 8,100 of those individuals live with some form of dementia.

Services provided by Alzheimer Society Durham Region focus on enhancing the care and support for individuals with Alzheimer Disease, their families, caregivers, and other public service agencies and organizations. This is accomplished through:

- providing support to individuals and groups;
- assisting individuals & their caregivers in finding the most appropriate services/supports;
- educating the public and promoting awareness of Alzheimer Disease & related dementias;
- providing Alzheimer disease & related dementia educational tools and resources for caregivers and agencies; and
- financially supporting Alzheimer research.

Alzheimer Society Durham Region is one component of a larger network of provincial and nation-wide network of services often referred to as the Alzheimer Society. Alzheimer Society Durham Region is a chapter of a larger network of 27 Alzheimer Society chapters (“ASiO”) that are members of the provincial Alzheimer Society of Ontario, which in turn is a member of the Alzheimer Society of Canada. Each Alzheimer Society chapter gears its programming and services to its local community needs.

A volunteer Board of Directors comprised of community members, professionals and caregivers is responsible and accountable for the governance of ASDR. As a governing body, the Board is responsible for establishing the direction of the Chapter, its policies and finances.

As a non-profit organization, ASDR relies on a variety of revenue sources in order to provide services to the community. For the 2020-21 fiscal year, the Ontario Health – East provided funding for a large percentage of the overall operating budget. The remaining portion of revenue is through public support of the Society, which includes donations, bequests, in memoriam, corporate donations, grants, event sponsorships and fundraising.

## 2.2 VISION, MISSION AND CORE VALUES

### Vision

To live in a community where people with Alzheimer's disease and related dementias are accepted and supported in their environment

### Our Mission

To improve the quality of life of persons with Alzheimer's disease or a related dementia and their caregivers.

### Our Values

The Society is guided by and committed to the values of:

- **Accountability** – We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to individuals living with dementia, their care partners, our funders and our community
- **Collaboration** – We respect and value each other, thrive on our diversity and work with partners to leverage our collective strength in making a difference for those we serve.
- **Respect** – We act in ways that honour the dignity, uniqueness and worth of every person.
- **Excellence** – We strive to be the best at what we do and a model for others to follow.
- **Innovation** – We are committed to finding new ways to enhance the quality of life for those living with dementia and their care partners
- **Empowerment** – We support individuals rights' to ask for what is needed to improve their quality of life.

## 3.0 THE BOARD

### 3.1 SIZE AND COMPOSITION

A full Board is comprised of 12 members, as defined by the by-laws of Corporation. The Board strives to maintain a composition reflective of the diverse nature of Durham Region. We seek to maintain representation from urban and rural parts of the Region, as well as professionals and caregivers in addition to the various skills, knowledge and expertise required to complete a well-rounded Board.

Members are elected for a 2 or 3 year term (terms rotate as members come onto the Board). No Board member can serve more than two or three (3) consecutive terms on the Board, for a maximum total of six (6) years.

### 3.2 GENERAL SKILLS

Board candidates should possess knowledge, skills and experience in one or more of the following areas:

- Board Governance
- Caregiver experience
- Community development
- Donor Development
- Education
- Financial, including investments
- Fundraising/Fund Development
- Healthcare
- Legal
- Marketing
- Media relations
- IT/technology
- Policy development
- Strategic Planning

In addition to the above, Board candidates are expected to actively participate as a member of the Board in the deliberation of issues, commit to the “time requirements” and uphold the Vision, Mission and Values of the Society.

Candidates must be over the age of 18 years and be a resident of, or work within, Durham Region.

### 3.3 OVERVIEW OF GOVERNANCE, USE OF COMMITTEES

People within our society and our community rely heavily on the work of non-profit, charitable and voluntary organizations. Organizations number the hundreds of thousands across Canada alone, ranging from small organizations and volunteer associations to large multi-million dollar corporations such as

hospitals and universities. As a result of this scope, there is a wide diversity of individuals and skills, which make up these organizations.

Common to these charitable and non-profit organizations is that volunteer Boards of Directors govern them.

Being a board member on one of these organizations is not to be taken lightly. As a board member, you are entrusted (hence the word “trustee” for many Boards) with the role of ensuring the organization is governed effectively. In summary, you are elected or appointed by your organization's membership and accountable to the community to ensure that the organization and its board have the necessary structures and processes in place to effectively manage day-to-day operations.

Boards often use a committee structure to distribute the workload of the activities and number of issues that are often dealt with at a governance level. All operational issues are delegated to the CEO and therefore standing committees are not established to deal with operational issues. The Board of Alzheimer Society Durham Region has established a committee structure in order to improve the use of Board members time and functioning of the Board. There are currently several standing committees, including Governance/Nominations, Finance/Audit & Risk Management, which are responsible for making recommendations and/or providing updates to the Board. In addition, there are sometimes “ad-hoc” committees that are established which have a specific task. These committees are disbanded upon completion of the task.

Board members are expected to participate on one of the standing or ad-hoc committees, as the need arises.

### 3.4 TIME COMMITMENTS

#### Board meetings

- The Board meets a minimum of 6 times per year on the 4<sup>th</sup> Monday of every other month (Jan/March/May/June/Sept/Nov) @ 6:00 p.m. at the ASDR offices (virtual meetings are used when necessary). There are generally no meetings in July, August and December. Additional meetings are at the call of the Chair. The annual general meeting is held in September. Committees meet in the months when there are no Board meetings.
- Meetings usually last 2 – 2-1/2 hours.
- Board material is sent to members in advance. Members are expected to have read and be familiar with the material in advance of the meeting so that the work of the Board can proceed efficiently.

### Committee Meetings

Committees meet on a mutually agreed upon schedule, usually in the months when the Board is not meeting. Committees may meet monthly, bi-monthly, quarterly or as the need arises. Committee meetings usually last no longer than two hours and may be held via video conference, if appropriate.

### Other Commitments

- From time to time, Board members are expected to contribute their time to fundraising activities, organization events or special meetings with other organizations, agencies or government officials (eg. annual Walk for Alzheimer's)
- ASDR solicits community members for donations and it is best practice when we can tell potential donors that each of our Board members is a donor. We ask our Board members to commit to an annual donation that is meaningful to you. A monthly donation schedule is encouraged.

## **4.0 BOARD ROLES/RESPONSIBILITIES/EXPECTATIONS**

### **4.1 BOARD RESPONSIBILITIES**

In general terms, the Board has six major roles and responsibilities, which can be summarized as follows:

1. Determine and establish the Mission, Vision, and Direction for the organization. This includes ensuring that the mission, vision and values of the organization are written, undergo periodic review and are fully understood and supported. In also includes strategic planning, the establishment of strategic directions and ongoing monitoring and evaluation.
2. Ensure sufficient financial resources are available to carry out the mission and operations of the organization. This also includes the effective management, control and reporting of finances.
3. Strategic Planning to ensure the Agency responds to the needs of its constituents
4. Ensure Organizational Performance through overseeing of organizational structure and administration, monitoring and assessment of programs and services and operation within legal requirements.
5. Selection & Evaluation of the CEO.
6. Self-Management through the development of appropriate Board structure, functioning and practices, recruitment and orientation of Board members, and assessment and evaluation of Board performance. A Carver (policy governance) board model guides the work of the Board.



#### 4.2 BOARD MEMBER RESPONSIBILITIES

In conjunction with other Board members, the general purpose of this position is to fulfill the major governance roles and responsibilities of this not-for-profit organization in an effective and efficient manner.

Specific responsibilities, in addition to fulfilling the governance roles and responsibilities of a non-profit Board include:

1. To become an Alzheimer Society Durham Region member in good standing.
2. To attend and participate in the governance of the Alzheimer Society Durham Region through regular attendance at Board of Directors' meetings, fulfillment of the Board roles and responsibilities, and adhere to the Society's bylaws, policies and procedures.
3. Actively participate on Board of Directors' committees, as required.
4. Support the Vision, Mission, Values and Strategic Plan of the Alzheimer Society Durham Region.
5. Attend the Annual General Meeting.
6. Participate in Board Retreat(s), if scheduled.
7. Attend and/or assist with special events and fundraising activities.

#### 4.3 GENERIC QUALITIES OF BOARD MEMBERS

To effectively fulfill a role as an individual board member, other generic qualities should be demonstrated, such as:

- Understanding of the basic principles of governance which emphasize leadership, envisioning for the future, policy development, pro-activity rather than reactivity, and the distinction between these aspects and the day to day operational responsibilities of management
- Commitment to the vision, mission and values
- Ability to work as a member of the team with enthusiasm for resolving challenging issues
- A positive attitude, integrity, and respect for others' contributions
- Willingness to devote the time and energy necessary to fulfill the responsibilities of a Board member
- Expectation to be punctual, concise, and orderly and obliged to be prepared and to participate productively in discussions
- Creativity and a willingness to contribute your skills, knowledge, ideas and influence

## **5.0 APPLICATION FORM**

Candidates interested in becoming a Board member of the Alzheimer Society Durham Region must complete the **attached application** form and submit it, **along with a copy of your current CV/résumé**, to the Governance/Nominations Committee at the following address:

Alzheimer Society Durham Region  
Suite 202 – 1600 Stellar Drive  
Whitby, ON L1N 9B2  
Email: [Board@alzheimerdurham.com](mailto:Board@alzheimerdurham.com)

Additional information such as a **letter of interest** should also be included.

Candidates who require additional information should contact Denyse Newton, CEO, at (905) 576-2567 ext 5223.

### **APPLICATION FORM - ATTACHED**

**APPLICATION FORM**

**NAME:**

**ADDRESS:**

**PHONE: HOME**

**WORK:**

**CELL:**

**EMAIL: (HOME)**

Please check the expertise and skills that you could contribute to our Board:

<b>Skill</b>	<b>Professional Training</b> <i>please check or leave unchecked</i>	<b>Lived Experience</b> <i>please check or leave unchecked</i>	<b>Comments</b>
Accounting			
Board & Governance			
Business Management			
Clinical			
Diversity, Equity, & Inclusion			
Education			
Ethics			
Executive Management Experience			
Finance			
Fund Development (Fundraising)			
Government & Gov Relations			
Health Care Administration & Policy			
Health & Safety			
Human Resources Management			
Information Technology			
Legal			
Negotiations			
Patient Care & Health Care Advocacy			
Political Acumen			
Public Affairs & Communications			

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<b>Skill</b>	<b>Professional Training</b> <i>please check or leave unchecked</i>	<b>Lived Experience</b> <i>please check or leave unchecked</i>	<b>Comments</b>
Quality & Patient Safety Management			
Quality & Performance Management			
Research			
Risk Management			
Stakeholder Engagement			
Strategic Planning			
Team Building			

Please summarize your skills, interests, experience, or perspectives that you believe would assist you in your contribution to this Board/organization.

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Do you have previous Board of Directors experience? If so, please provide brief details.

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In which charitable or community activities have you been involved in the past?

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**Please refer to the Alzheimer Society Durham Region Board information package.**

Could you regularly attend Board meetings

☐ Yes☐ No

Are you able to meet the minimum expectations and commitments, as outlined?

☐ Yes☐ No

How many hours per month do you believe you can commit to the Board/organization?

# of Hours

**What is your interest in becoming a Board member with Alzheimer Society Durham Region?**

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ALZHEIMER SOCIETY DURHAM REGION  
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Do you believe that any of your outside endeavours or your work will result in a Conflict of Interest at the Board of Directors table?      \_\_\_ Yes   \_\_\_ No   \_\_\_ Possibly

Signature. \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ATTACH A LETTER OF APPLICATION AND A COPY OF  
YOUR RÉSUMÉ OR CV.**