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| **Application to Serve as a Director of The Vitanova Foundation** |

Please PRINT OR TYPE

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

Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred telephone number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal (*not* business-related) e-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Being a member of Vitanova’s board of directors means:*

* You understand the work of The Vitanova Foundation, including its mission, vision and values.

(To review our mission, vision, values, objectives, and other relevant information about Vitanova, visit [www.vitanova.ca](http://www.vitanova.ca). Click on the drop-down menu ABOUT and read up on our APPROACH.)

* You accept to support our mission, vision and values, by exercising jointly, with the other members of the board, governance and oversight of The Vitanova Foundation;
* You will voice your opinions at meetings of the board and---regardless of your opinion on any issue---accept and support the decisions made by the board.
* You will disclose any potential, perceived or actual conflict between your personal interests and those of The Vitanova Foundation, and having done so, not participate in any discussion or vote on the matter
* You will hold all information obtained at Vitanova is the strictest confidence, whether it be information about the operation of the agency or, more importantly, who are its clients. Such obligation of confidentiality will not end when you leave the board.

*As a member of the board of Vitanova, you will:*

* Have full voting rights;
* Be a member of the corporation;
* Receive information in accordance with its by-laws and board-related policies
* Work with others in the community through stakeholder engagement activities; and
* Demonstrate your support of the work of The Vitanova Foundation and its staff.

*Personal Commitment:*

* The board meets eight times a year (September, October, November, January, February, March, April, and May), generally from 1 ½ to 2 hours, and usually from 6 pm on the fourth Wednesday of those months;
* Board committees (Audit & Finance, Governance, and Quality & Risk) meets a minimum of three times a year, the Executive Committee typically twice
* Board working (or “ad hoc”) groups are struck as the need arises, and are generally of short duration
* A board retreat usually takes place on a Saturday in the autumn, for 3 to 4 hours;
* The annual general meeting (AGM) of the members is late in June, preceded by a meeting of the outgoing board just before the AGM and followed by a meeting of the new board immediately after the AGM. Total time: 1 ½ - 2 hours.

***1. Please indicate why you are interested in serving as a Vitanova director***

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***2. What skills and experience would you bring to Vitanova’s board?***

(In the spaces provided, indicate the extent of your skills and experience in each of the following areas, based on these values: 3 = extensive skills and/or experience in the area, 2 = fairly good,

1= only just some, 0 = none at all

\_\_\_\_\_Board Governance \_\_\_\_\_Government Relations \_\_\_\_\_Ethical Practice

\_\_\_\_\_Public Affairs/Administration \_\_\_\_\_Political Service \_\_\_\_\_Legal Knowledge

\_\_\_\_\_Accounting \_\_\_\_\_Human Resources \_\_\_\_\_Labour Relations

\_\_\_\_\_Strategic Planning \_\_\_\_\_Risk Management \_\_\_\_\_Clinical Services

\_\_\_\_\_Information Technology \_\_\_\_\_Health Care Administration \_\_\_\_\_Health Care Delivery

\_\_\_\_\_Finance/Business Management \_\_\_\_\_Health Education/Promotion \_\_\_\_\_Social Services

\_\_\_\_\_Quality/Performance Mgmt \_\_\_\_\_Patient Advocacy \_\_\_\_\_Local Community

\_\_\_\_\_Construction/Project Mgmt \_\_\_\_\_Other (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Marketing/Public Relations \_\_\_\_\_Other (specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***3. What experience have you had on not-for-profit boards:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Organization**(e.g., Hospice House)* | *Position(s)**(e.g., board member, committee chair)* | *Time Period**(e.g., 2016 – 2022)* | *Contact**(e.g., John Doe, Board chair)* | *Contact’s Email**(e.g.,jdoe@gmail.com)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***4. Diversity, equity and inclusion are among our key values.***

For that reason, we ask you to complete the following *confidential* inventory of your own diversities***.***

***This part of the application is entirely voluntary on your part: you may***

***answer ALL, SOME, or NONE of the questions below.***

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_How old are you today?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Read all options in the boxes below; place an ‘x’ in the most appropriate boxes*

**What is your gender?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Male* | *Female* | *Transgender (M > F) (F > M)* | *Non-binary (not solely M or F)* | *Other (please describe)* |

**What population group best describes you?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *White* | *First Nations**Inuit/Metis* | *Asian* | *Black* | *Middle Eastern* | *Latin American* | *Other/multiple/mixed (please describe)* |

**What is your highest level of education?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *No formal schooling* | *Some primary school* | *Completed primary school* | *Some secondary* | *Completed secondary* |
| *Some community college* | *Completed community college* | *Some university* | *University graduate* | *Post-graduate study or degree* |

**Which of the following best describes your sexual orientation?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Asexual or non-sexual* | *Bisexual* | *Gay* | *Heterosexual* | *Queer* | *Lesbian* |
| *Not sure/ questioning* | *Two-spirited or other indigenous sexual identity* | *Other (please describe)* |

**What is your marital status?**

|  |  |  |  |
| --- | --- | --- | --- |
| *Married* | *Divorced* | *Legally separated* | *Living with another as married* |
| *Remarried* | *Widowed* | *Married but living apart* | *Never married/not living as married* |

**What is your status in terms of religion?**

|  |  |  |  |
| --- | --- | --- | --- |
| *Atheist/agnostic* | *Buddhist* | *Christian* | *Hindu* |
| *Jain* | *Muslim* | *Sikh* | *Other (please specify* |

**What Vitanova services, if any, have you---or any member of your family---used?**

|  |  |  |  |
| --- | --- | --- | --- |
| *Day treatment* | *On-site shelter* | *Family support group* | *Aftercare* |
| *Website resources* | *Outpatient counselling* | *Other (please specify)* |

**Do you identify as a person with a disability:**

|  |  |
| --- | --- |
| *Yes* | *No* |

**Please indicate any languages you speak, other than English:**

|  |
| --- |
|  |

**I can commit to the time required and am interested in furthering Vitanova’s mission, vision and values**

**Candidate’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***You may submit your application in either of two ways:***

**1. Sign it electronically, save it as a file, then attach it along *with an up-to-date resume* to an email addressed to****info@vitanova.ca** **with “Application” in the subject line.**

**2. Print your completed application and courier or post it to The Vitanova Foundation, 6299 Rutherford Road, Woodbridge ON L4H 4X6, Attention: Applications.**

*Vitanova accepts applications at any time, but only those applications received by*

**MARCH 15**

*in a given year will be considered when electing three new directors each June.*

**Applications received after that date in a given year may be considered at a future date, providing applicants indicate their preference below [check any that apply]:**

**□ If a vacancy occurs between regular elections, I wish this application to be considered once again. Please contact me to confirm my availability in the next two years.**

**□ If not elected this year, I wish to be considered within the next two years---without having to apply once again. Please contact me to confirm my availability.**

**□ If not selected this year, I do *not* wish to be considered in future**

