

Board Member Application Form

Contact details:

Salutation: Mr. Mrs. Dr. Prof. Ms.

First Name: _____ Last Name: _____

Email: _____

Birthdate: _____ (YYYY/MM/DD)

Pronoun preference: She/Her He/Him They

Gender: Female Male Female Non-Binary Prefer Not to Say

Mobile Phone: _____

Home Phone: _____

Street Address: _____

Apt. _____

City/Town: _____

Province: New Brunswick

Postal Code: _____

Employment Status:

Full Time Part Time

Self Employed Unemployed

Retired Long Term Disability

Seasonal Out of Labour Market

If employed:

Occupation Title: _____

Company Name: _____

Address: _____

Education

Highest Level of Education:

Elementary High School Post-Secondary

Additional information:

How did you hear about us? _____

Referred by: _____

Please describe any special skills or interests that you feel would be an asset:

Please share your interest in becoming a Board Member:

Are you able to commit to a minimum of 2-3 hours per month? Yes No

Please indicate any other areas you would like to volunteer for with the organization:

Tutoring Marketing/Publicity Fundraising Graphic Design

Other: _____

Have you volunteered with any non-profit agencies before: Yes No

If yes, please provide details:

References

Please provide the names and contact information for **two references** who can speak about your character, reliability, and suitability for volunteering as a volunteer board member.

1. Professional (Business) Reference

Someone who knows you through your work, volunteer experience, or another professional setting (for example, a supervisor, manager, co-worker, or volunteer coordinator).

- Name: _____
- Position/Relationship to You: _____
- Organization: _____
- Phone: _____
- Email: _____

2. Personal Reference

Someone who knows you well and can speak about your character and dependability (for example, a friend, neighbour, community member, or mentor). This person should not be a family member.

- Name: _____
- Relationship to You: _____
- Phone: _____
- Email: _____

By submitting this application, you give us permission to contact the references listed above.

Board Member Agreement

The members of the board for (council name) are committed to the organization's vision, and to enabling and supporting the council to successfully deliver results.

Responsibilities may include:

- Appoint and oversee any council staff (paid or unpaid);
- Approve and monitor the council's annual and long-term strategic and operational plans;
- Oversee and approve fundraising activities of the council;
- Approve the council's annual budget and monitor budget expenditures;
- Determine whether an educational initiative, activity or program fulfills the charitable objectives of the council;
- Appoint, from time-to-time, professional advisors as necessary (i.e. accountants).

Board members will:

- Make every reasonable attempt to attend Board meetings, either in person or virtually (when available);
- Attend the Annual General Meeting (whether in person or virtually);
- Be an engaged participant on board committees to which you have committed;
- Act honestly and in good faith at all times;
- Exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

Note: Membership on the board of (council name) is an unpaid, volunteer position.

Confirmation

- I confirm that the information I have provided is accurate and complete. I agree to inform [COUNCIL NAME] of any changes as soon as possible.
- I understand that my information will be kept confidential and used only for the purposes of volunteer screening. I consent to [READ NB / Council Name] conducting reference checks and, where appropriate, a police record check.
- I understand that submitting this application does not guarantee placement as a volunteer, and that [READ NB / Council Name] may make decisions regarding my application at its discretion.
- I also confirm that I have read, understood, and agreed to abide by the Board Member Agreement.

Name: _____

Signature: _____

Date: _____