

RE: Application for Nomination to the Board of Directors

Thank you for your interest in applying to join the ARAS Board. By doing so, you are making a commitment to community service. As a Director, you will be asked to comply with the Board of Directors responsibilities, attend regular board meetings and serve on one (or more) standing or ad hoc board committee(s).

ARAS was incorporated in 1973 and is governed by the Agricultural Societies Act of Alberta with a mandated objective, amended in 2015 to:

“...to encourage improvement in agriculture and enhanced quality of life for persons living in the community by developing educational programs, events, services and facilities based on needs of the community.

Agricultural Society Amendment Act, 2015.

The Board of Directors transitioned from an operations board to a policy governance board in 2013. The focus of the policy governance board is strategic planning and direction by approving policy and monitoring its impact. To effectively do this, ARAS needs a strong, dedicated volunteer Board of Directors.

A commitment of approximately eight to twelve hours per month (for reading, preparation and meeting attendance) will meet your obligations to the Board. Each year elected directors will also be required to attend an orientation, an educational session on governance and a strategic planning session. Ongoing training and development assistance is available to all board members

For further information, please see the attached Board of Directors Responsibilities, and Board Committees. If you can make this commitment to become a board member, please submit the attached application form either electronically or on paper.

In summary, the selection process is as follows:

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1. Complete the Application Form and return to the Chair of the Nominating Committee, care of the Executive Director (CEO) at ARAS. If you have a prepared resume and would like to attach it, you are more than welcome to do so. Information already on the resume need not be duplicated.
 2. Once your application has been reviewed, you may be requested to answer some additional questions electronically and /or meet with the Chair and/or Executive Director.
 3. If your application is approved for Nomination, you will be requested to attend the Annual General Meeting. By completing the Nomination Consent to Act as a Director, you agree to be elected whether you are in attendance or not, unless you provide written notice to withdraw your consent.

If you have any questions or require further clarification, please do not hesitate to contact us. Thank you again for your interest!

Diana Bacon
587-590-ARAS (2727)
ardrossanag@gmail.com

Application of Nomination to the Board of Directors

Full Name: _____

Home Address: _____

Telephone: Hm _____ Cell: _____

Email Address: _____

1. In fifty words or less highlight your work experience, education and professional development:

2. List the Boards on which you currently serve, including dates of such service:

3. List the Boards on which you have served in the past, including dates and positions:

4. List any other volunteer activities and your involvement:

5. Please indicate your level of knowledge, skill and experience for each of the following categories:

<i>Category</i>	<i>None</i>	<i>Fair</i>	<i>Good</i>	<i>Advanced</i>	<i>Interested in Learning?</i>
Board Role					
Strategic Planning					
Accounting Expertise					
Programs Planning					
Event Planning					
Business Planning					
Leadership					
Governance					
Human Resources					
Policy Development					
Risk Mgmt/Assessment					
Insurance					
Fundraising					
Legal					
Communications					
Marketing					

6. In a short paragraph, summarize one accomplishment that illustrates those skills that you have indicated as good or advanced, from the knowledge, skills, and experience categories listed above.

7. In a short paragraph, describe your interests with ARAS. If you are already a director, please provide a brief history of your involvement.

8. Record other pertinent information you wish to share with us.

ARAS Statement of Qualifiers

1. A director shall be
 - a. Eighteen years of age or older
 - b. A resident of the province of Alberta
2. No director may be elected as a Director or Officer unless he/she is and continues to be a paid Member of ARAS (remain in good standing throughout the term).
3. No current employee of ARAS shall be eligible for election or appointment to the Board.

Please submit your completed Application for Nomination to the Board of Directors (page 1-3) to: ardrossanag@gmail.com. For more information, call 587-590-ARAS (2727).

Review Attachments:

Board of Director Responsibilities

Key Highlights:

- Authority
- Standards of Performance
- Board Member Checklist
- Board Checklist
- Board Committees

Board of Directors Responsibilities

The primary role of the Board of Directors is to govern. *Governance* is the way in which the board exercises its authority, control, and direction over the organization. (Board Development Program, Alberta Culture. *Board Development: Roles and Responsibilities of Not-for-Profit Boards*.)

The Board has roles, responsibilities and functions in the organization. Agricultural societies are created to provide programs and services that address the needs in the agricultural community. ARAS' mandate was established by the Agricultural Societies Act and its incorporating documents, the objects and the bylaws. It is important to be familiar and keep close these documents to ensure the organization is governed in accordance with the mandate, the bylaws and the ACT.

Key Highlights

(Source: Board Development Program, Alberta Culture. *Board Development: Roles and Responsibilities of Not-for-Profit Boards*.) For more information, check the resources at www.albertabdp.ca and other reputable sources of information for not-for-profit boards.

The Annual General Meeting is an occasion for electing new board members, and reporting to membership about the organization's finances, programs, and services. The AGM is an opportunity to get feedback and support from membership about proposed bylaw changes, and positions on issues and legislation that affect the organization.

Authority

There are three levels of authority for the functions of a society: governance, management, and implementation. The authority for governance always rests with the board.

The board is responsible for purpose, continuity, progress, and identity.

There are two types of volunteers in not-for-profit organizations.

1. Board volunteers are responsible for governance, through policy development. Board volunteers are accountable to the Board Chair.
2. Service volunteers are responsible for policy implementation. They do this by carrying out the programs and/or services of the organization, according to board policy. Service volunteers are supervised by the Executive Director. The Executive Director may also authorize paid staff to supervise volunteers.

As a director, you need to be very clear about your role and understand the lines of authority when you are acting as either a board volunteer or a service volunteer.

Standards of Performance for Board Members

- Being loyal to the organization and its membership
- Avoiding conflict of interest
- Not exercising individual authority over staff or the society
- Dealing with public, clients, staff, and each other in a fair, ethical, and straight-forward manner
- Fostering friendly, positive working relationships between volunteers and staff
- Being prepared for, and actively participating in, meetings
- Maintaining confidentiality of board business
- Speaking positively of the organization to the public

Board Member Checklist

Review and discuss at board meetings.

Each board member must:

- Know and support the organization's beliefs, vision, mission, target, and aims statements
- Attend all board meetings and assigned committee meetings
- Read pre-meeting material before each meeting
- Be familiar with the board's policies
- Be familiar with the minutes of the board and assigned committees
- Know the responsibilities and functions of the board and its committees
- Know who is authorized to sign cheques and for contractual obligations
- Monitor the community's response to the organization's programs and services
- Participate in approving the annual budget, audit, and annual financial report, and periodic financial statements

Board Checklist

Review and discuss at board meetings, in order to minimize liability.

Every board must:

- Give the required notification for the annual general meeting
- Notify the membership of proposed bylaw changes
- Complete the annual incorporation filing requirements (federal and provincial)
- Approve, and annually review, personnel policies
- Maintain up-to-date contracts with the executive director and staff
- Develop and implement an evaluation process for the executive director
- Maintain receipts and disbursements, according to financial and business policies (and regulations)
- Make sure that the membership approves the annual audited financial statements
- Purchase adequate insurance
- Make sure that committee reports are submitted in writing
- Develop written job descriptions for board members

Board Committees

An important part of the decision making process and of the Boards work is done through committees. Committees are formed when the issues to be decided by the Board require research, numerous tasks to be completed and/or require special skills. Committees hold regular meetings, record minutes of the meetings and present written reports with recommendations to the Board. (Committee meeting minutes shall be provided to the Secretary.) Committees prepare the necessary information and make recommendations to the Board which allows the Board to spend more time on strategic discussions.

Types of Committees

The Board makes decisions to form a committee and should be planned as part of the agenda of a Board meeting. The Board must define a clear purpose and goals for each committee.

There are two types of Board committees:

- **Standing committees:** such as the Executive Committee (consisting of the elected Officers), Governance, Finance, Nominating).
- **Ad hoc committees:** formed for a specific matter or to resolve a problem on a temporary basis. Once the work is complete, the committee is dissolved. (such as Human Resources (Volunteer Recruitment & Management), Program Planning, Event Planning, Fundraising, Marketing, Board Development.)

The Board must define the committee's term of reference that states the purpose of the committee, a time frame, the members and main responsibilities.

Committees and their purpose must be discussed at least every year by the Board to check that the goals are still clear and relevant, and make changes as may be necessary each time a committee is created (or re-created).

Committee Members

A committee is best served by 3 to 5 members (additional volunteers may be recruited to operate an event). Committees require at least one Board member and may involve external experts or advisors who have more expertise or different points of view. The members are selected for their skills and personal qualifications depending on the purpose of the committee.

Each committee must be represented by a chair, preferably a Board member. The chair will report on the progress and the recommendations to the Board at board meetings.

Board members are best to choose a few committees on which to serve and dedicate their attention rather than more which may compromise their efforts.

Reporting to the Board

At the Board meeting, the chair of the committee must present the report on the work done and its recommendations to the Board for strategic decision making.

This report must be short, one page, and easy to read. For this it can be divided into three simple parts:

- 1- **Introduction:** rapid presentation of the issue, the members of the committee and a brief background presentation.
- 2- **Research:** the report presents an overview of the work done (specific searches and considered options – at least two or three alternatives).
- 3- **Progress:** the report should provide a regular update on the progress taken toward achieving the tasks or purpose of the committee as identified by the Board in the creation of the committee.
- 4- **Recommendations:** the report should include specific recommendations made by the committee about the studied issue, the reasons for these recommendations, the next steps and estimated costs.

It is recommended to provide the report to board members electronically at least one week before the meeting to give them time to read the report and consider recommendations that require a decision by the Board. This action will save considerable time at the board meeting.