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## **Board of Directors Application Process**

The Governance Committee oversees the recruitment, election and orientation of new Board members. All applicants must be SWESA members.

1. Please submit your application, addressed to Chair of the Governance Committee, by dropping it off in person at SWESA, 10710 – 19 Ave, mail to address listed or email to [programs@swedmontonseniors.ca](mailto:programs@swedmontonseniors.ca). If an Invitation to apply is initiated by an email from a member of the Governance Committee, the application can be attached and returned via email to that committee member.
2. Upon receipt of the application, the Committee will review your submission and invite you for an interview. A mutually agreed upon day, time and location will be arranged. The interview serves to inform you of the expectations, responsibilities, duties and work load of Board Members, and to answer any questions you may have. When invited to an interview, please bring your completed List of References.
3. The Committee will conduct reference checks.
4. You will be invited to attend one Board meeting as an observer. This will enable Board Members to meet you and you will be given an opportunity to introduce yourself.
5. At the end of the campaign or time during which appointees are sought, the Committee will present your name to the Board for its approval. Appointments will be formalized by the Board.
6. You will be advised of the Boards determination.
7. If selected, your appointment will be effective immediately upon your acceptance. Your appointment will be formalized by a membership vote at the next AGM.
8. An Orientation meeting will be scheduled to familiarize you with the organization, your role and responsibilities. You will receive a Board Binder, which contains SWESA's Bylaws, policies and other relevant information.
9. In addition, you will be asked to sign a declaration that you agree to abide by SWESA's Bylaws and Policies and a Confidentiality Agreement.



PO Box 88008, Rabbit Hill PO  
Edmonton, AB T6R 0M5  
Tel: 587 987 3200

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## Board of Directors Application

Thank you for your interest in serving as a volunteer Board Director of SWESA. You have chosen a wonderful way to become engaged with and contribute to your community. More information about SWESA, including board roles and opportunities can be found at [www.swedomtonseniors.ca](http://www.swedomtonseniors.ca)

Applicant's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

In accordance with SWESA Bylaws, applicants must be regular members in good standing.

Are you a SWESA member? (please circle)      Yes      No

### EXPERIENCE

What is/was your occupation? \_\_\_\_\_

Please tell us about yourself (background, skill-sets, volunteer experience, etc.) You may attach a short resume.

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Do you have previous board experience? (please circle)    Yes            No

If applicable, please check appropriate box(es) and provide names of organizations, dates of your involvement and brief descriptions of your responsibilities. If necessary, please attach an additional sheet.

- Board Chair                       Executive Committee Member                       Director
- Treasurer                               Committee Member                               Secretary

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**AREAS OF EXPERTISE AND/OR INTEREST**

Please check appropriate boxes.

- Accounting                       Policy Development                       Marketing and Communications
- Human Resources                       Strategic Planning                       Organizational Effectiveness
- InformationTech.                       Public/Media Relations                       Other (please specify)

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## List of References

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

Please provide the name and contact information for three references.

Name:	
Relationship:	Years Known:
Phone Number:	Email address

Name:	
Relationship:	Years Known:
Phone Number:	Email address:

Name:	
Relationship:	Years Known:
Phone Number:	Email address:



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**Confidentiality Agreement**

I, \_\_\_\_\_ agree that my position with the SouthWest Edmonton Seniors Association (SWESA) shall be strictly on the following terms and conditions:

- 1. I acknowledge that I have been advised by SWESA that all information and documents that I may have knowledge of or access to through my position with SWESA are strictly confidential.
- 2. I undertake and agree at all times to treat as confidential all information acquired through my position with SWESA, and not to disclose same except as authorized in the course of my position or by law. I acknowledge that such information is not to be altered, copied, interfered with or destroyed, except upon authorization and in accordance with the policy of SWESA. I will not discuss such information with any party, nor will I participate in or permit the release, publication or disclosure of such information, nor will I copy, distribute, or disseminate such information, except as authorized in the course of my position or by law.

I understand that this agreement and undertaking includes:

(a) ensuring that disclosures of information are made only to persons entitled to that information;

(b) ensuring the confidential or personal matters concerning SWESA members, volunteers and staff are not divulged or discussed unnecessarily with other individuals I understand and acknowledge that, as a volunteer of SWESA, I am required to honour and be bound by those provisions in the same manner as all volunteers and staff even after I have left my position with SWESA

I understand that compliance with the confidentiality requirements of SWESA is a condition of my volunteer position and that failure to comply may result in termination of my volunteer position with SWESA.

I agree to be bound by the provisions of this Agreement and will continue to be so bound following the termination of my volunteer position.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Applicant:

Witness:

\_\_\_\_\_

\_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_



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### Declaration by Nominee

I declare and affirm that I have read and understood the following documents and agree to abide by them during my term.

1. SWESA's Vision, Mission and Values
2. Role of the Board
3. Board Members Code of Conduct

Nominee's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I confirm that I have witnessed the signing of the **Declaration** by the above mentioned nominee.

Committee Member: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_