



**Cochrane & Area
HUMANE SOCIETY**

2012 Director Candidate Information Package

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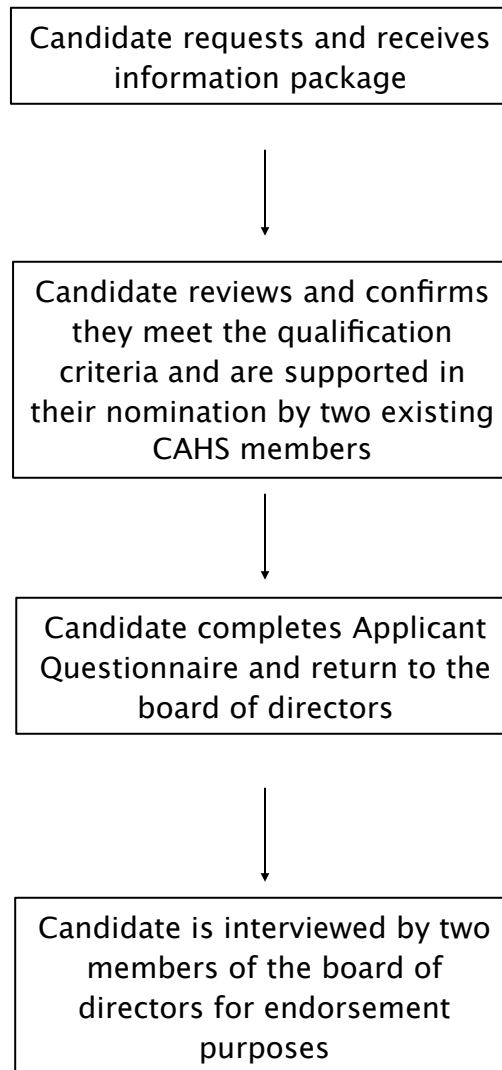
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DEADLINE TO SUBMIT APPLICATIONS IS MARCH 15, 2012



Flowchart of Director Application Process





Qualifications of Directors

The length of one term for a director is two years. To qualify as a candidate for Cochrane & Area Humane Society's (CAHS) Board of Directors, you must comply with and confirm the following qualifications as they relate to CAHS by-laws:

- Member in good standing
- 18 years of age or older
- Reside in the greater Calgary area
- Not an employee of CAHS
- Not be employed by, or a director of a competing organization
- Not be a spouse or relative of an employee or director of CAHS
- Where a director or a corporation in which the director is a director, officer, or has a controlling interest is engaged under a contract for the provision of services or sale of goods to a competing organization and that contract is deemed by special resolution of the board to be material in value, and related to matters having strategic business importance to the CAHS, that directors shall not be qualified to serve as a CAHS director.

I confirm that I meet the above qualification criteria and that the information provided is true to the best of my knowledge.

Name (print): _____ Signature: _____

To be completed by all candidates and returned to the Board of Directors via email **by March 15th at board@cochranehumane.ca**

ROLE PROFILE

POSITION: BOARD MEMBER

When anyone applies to be a Board member consideration must be given to both time and financial requirements. As well Board members should be aware of their legal responsibilities and insurance coverage.

Time Requirements would include: preparation, reading and research, Board and committee meetings, phone calls and email, special events, meeting with staff, executive and committee chairs, workshop or seminars.

Financial Requirements would include: membership fees, transportation, special events attendance, meals at meetings or events, childcare if needed, capital giving, special giving (Raffles, silent auction, etc).

DESIRABLE SKILL SET

For any board member, experience in any the following suggested areas would be ideal but not limited to:

- Human Resources
- Risk Management
- Media/Public Relations
- Marketing/Lobbying and Advocacy
- Veterinary
- Operations
- Legal
- Strategic Planning
- Fundraising
- Policy Development
- Finance
- Conflict Resolution

Board members with any of these special skills have a duty to use that expertise in their role as a member and may be directed to a position that is suitable for their experience.

AUTHORITY AND RESPONSIBILITY

The board of directors is the legal authority for the Cochrane & Area Humane Society (CAHS). As a member of the board, a director acts in a position of trust for the community and is responsible for the effective governance of the organization. They must be willing to place CAHS purpose and interests above their own professional and personal interests when making Board decisions.

REQUIREMENTS

Requirements of Board membership include:

1. Commitment to the work of the organization.
2. Willingness to serve on committees.
3. Attendance at monthly Board meetings.
4. Attendance at meetings of assignment committees.
5. Attendance at Annual General Meetings as well as any membership meetings
6. Support of special events.
7. Support and participation in fundraising events.
8. Financial support of the CAHS.
9. Respect the confidentiality of CAHS's members, staff and donors.



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GENERAL DUTIES

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Director must:

1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
2. Monitor all Board policies.
3. Review the bylaws and Board Manual, recommend bylaw changes to the membership.
4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
5. Participate in the development of the CAHS strategic and organizational plan and annual review.
6. Approve the CAHS budget.
7. Review budget and other financial reports as necessary.
8. Approve the hiring and release of the Executive Director.
9. Support and participate in evaluating the Executive Director.
10. Assist in developing and maintaining positive relations among the Board, committees, staff members and community to promote and enhance the CAHS mission.
11. Ensure the adequate maintenance and accuracy of accounts, records and minutes.
12. Represent CAHS and be visible in the community.
13. Be an advocate for CAHS.
14. Recruit new Board members.

TERM

Members are elected by the membership at the Annual General Meeting. Board members are elected for a two year term, serving a maximum of three terms before needing to take one year minimum off the Board. Each year the terms of each position will be reviewed to manage succession and ensure continuity.

TIME REQUIREMENT

Approximately 10 to 15 hours per month depending on the role in such duties as follows:

1. Preparation and review of Board materials
2. Board Meetings
3. Committee Meetings
4. Fundraising
5. Leadership positions

FINANCIAL REQUIREMENT

- | | |
|---------------------------|-------------------|
| 1. Membership | \$25/year |
| 2. Special Events | \$300/year |
| 3. Capital/Planned Giving | Individual choice |



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2012 Application for Nominations to the Board of Directors

Applicants must be nominated by two (2) CAHS members.

Nominee (Applicant name)	
E-mail address	
Residential address	
Telephone number	

Nominating Member	
Nominating Member Signature	

Nominating Member	
Nominating Member Signature	

Date: _____

To be completed by all candidates and returned to the Board of Directors via email **by March 15th** at board@cochranehumane.ca



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2012 Director Candidate Questionnaire

To be completed by all candidates and returned to the Board of Directors via email **by March 15th** at board@cochranehumane.ca

Name: _____

1. Why do you wish to become a director of Cochrane & Area Humane Society (CAHS)?
2. If elected, how will you contribute to the board of directors?
3. What personal experience and skill set do you bring to the board?
4. What are your views on the role that the board should play at the CAHS?
5. What is your previous experience as a board member?

CANDIDATE ENDORSEMENT STATEMENT

Each year, the Cochrane & Area Humane Society's board Human Resources & Nominations Committee undergoes the process of seeking nominations to the board and carefully reviews each nomination received. Board nominees are required to meet criteria set out in our bylaws including being a resident of the greater Calgary area, not be an employee of CAHS, or a relative of an employee/director of CAHS.

After reviewing all applications received, the Human Resources & Nomination Committee interviews nominees, then considers endorsement of candidates for consideration by the Cochrane & Area Humane Society membership. All nominees who meet the bylaw criteria are welcome to run as candidates for our board of directors.

The endorsement step of the elections process is in place to affirm the board's careful consideration of each nominee, including assurance that nominees' values, experience and expertise are those that would enhance the board's current composition and the organization's future direction.

The Cochrane & Area Humane Society's Board of Directors feels its endorsement step supports our commitment to governance excellence and working towards securing a strong cross-section of directors with the unique abilities needed to govern the shelter effectively.