

Dear Applicant,

Thank you for your interest in Board membership with Durham Association for Family Respite Services.

Our Association has supported families with children and adults with developmental disabilities and children with physical disabilities in Durham region since 1978. We support about 500 families each year.

Our regular programs include in and out of home respite, day support and independent living. All of our services aim to augment a family's natural capacity and commitment to support their child of any age to live well within the community. We understand that it is families who make the difference for their child on a day to day basis and who hold the vision for their child's future.

The Association is governed by a Board of between 8 and 12 Directors. Meetings are held on a regular monthly basis, usually in the early evening. At times, ad hoc committees are struck to deal with specific issues, and Director participation is determined individually for these. We also support regular Board training through in-house and community workshops and events, and there is an expectation for some level of participation in these. A job description is attached.

Board membership involves the following process:

- Completed application form (enclosed) is submitted by the applicant
- Informal meeting with one or more Board members. The purpose of this meeting is to share information and mutually determine suitability
- Submission of name of proposed applicant to the Board for approval

We look forward to receiving your completed application form. If, in the meantime, you have any questions, please do not hesitate to contact me. I would be happy to provide any additional information needed.

Sincerely,

Mayah Sevink
Executive Director
msevink@dafrs.com
905 436 2500 ext 2315

Job Description: Board Member¹

Authority and Responsibility

The Board of Directors is the Legal authority for DAFRS. 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. The board operates consistent with a "Policy Governance Model" (description attached).

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 and advocacy. The Director must:

1. Governance Policy
 - Approve, where appropriate, policy and other recommendations received from the board, its standing committees and senior staff.
 - Recommend policy to the Board.
 - Govern DAFRS by the broad policies developed by the Board.
2. By-laws and Board Policies
 - Monitor all board policies.
 - Review the bylaws and policy manual, and recommend bylaw changes to the membership.
 - Review the board's structure, approve changes, and prepare necessary bylaw amendments.
3. Planning and Monitoring
 - Establish overall long and short term goals, objectives and priorities for DAFRS in meeting the needs of the community.
 - Participate in the development of DAFRS organizational plan and annual review.
 - Approve DAFRS budget.
 - Monitor and evaluate the effectiveness of DAFRS through a regular review of programs and services.
 - Be accountable to funding bodies for the services provided and funds expended.
4. Monitor Executive Director
 - Approve the hiring and release of the Executive Director's employment contract.
 - Support and participate in evaluating the Executive Director.

¹ Adapted from: *United Way of Ajax-Pickering-Uxbridge, Handout: Understanding Board Roles and Responsibilities, Nov 3, 2003*

Durham Association for Family Respite Services
Board of Directors *(Jan 2004)*

5. Internal/External Relations

- Assist in developing and maintaining positive relations among the board, committees, staff members and community to enhance DAFRS' mission.
- Promote DAFRS membership through community networking, etc.
- Seek nominations for election to the Board when appropriate.

Position Requirements:

Requirements of Board Members include:

- Commitment to the work of the organization, including being informed of, and publicly supporting, the services provided by DAFRS.
- Knowledge and skills in one or more area of Board governance policy, finance, programs, personnel and advocacy.
- A time commitment of 5 hours per month (includes preparation, Board meeting and committee meeting time).
- Preparation for, attendance at and participation in the discussions and deliberations of the Board, including monthly Board meetings, meetings of assigned committees and task groups and the Annual General Meeting.
- Demonstrated awareness of, and ability to, keep Board discussions confidential.
- Demonstrated awareness of, and abstention from, any conflict of interest.
- Attendance at required in-house education sessions.

Term

Directors are installed in accordance with the by-laws. (They are elected by the membership at the Annual General Meeting. Interim vacancies may be filled by the Directors from among qualified members of the Association.) Directors serve for a two year term and may be re-elected for one additional term. Directors may be released at the end of the elected term, by resigning, or otherwise, in accordance with the by-laws.

Evaluation

A Director's performance is evaluated annually based on the performance of assigned board requirements and duties.

Review Date and Approval Date

The Board Development Committee annually reviews the Board Member Job Description. Recommended changes are presented to the Board

Approval Date: _____

Review Date: _____

Administrative Volunteer Application/Request for Information

Name: _____
Address: _____
Home Phone No: _____
Business Phone No.: _____
Email: _____

1. I am interested in serving on:
 - the Board of Directors
 - a Board Committee

2. I have an interest in and /or experience in the following:
 - Finance
 - Legal
 - Community Involvement
 - Health Care
 - Public Relations
 - Advocacy
 - Other _____

3. My current activities (employment, volunteer, hobbies) include:

4. My previous experience on a Board or Committee or supporting the Association includes:

5. I would like information about the Association:
 - In general
 - Specifically (please indicate what type of information you require)_____

Please return to:
Board Membership
Durham Association for Family Respite Services
20-850 King St. W.
Oshawa, ON L1J 8N5