



## **YWCA LETHBRIDGE AND DISTRICT BOARD OF DIRECTORS APPLICATION FORM**

The YWCA Lethbridge & District has been serving women in Southern Alberta since 1949.

*The **Mission** of the YWCA Lethbridge & District is to be an organization committed to women and the enhancement of their lives by providing programs and services, which empower them, support equality, and promote wellness of mind, body and spirit. (August 2000)*

*The **Vision** for the YWCA Lethbridge and District is to be a community leader committed to collaborative partnerships in the provision of accessible prevention, intervention and support programs and services for the enhancement of women's lives. (August 2000)*

For more information visit: [www.ywcalethbridge.org](http://www.ywcalethbridge.org)

**Please submit your personal resume with signed application form by**

**April 15, 2011 to:**

Nominating Committee  
The Lethbridge & District YWCA  
604 8th Street South  
Lethbridge Alberta T1J 2K1

or

[robertasmallbones@gmail.com](mailto:robertasmallbones@gmail.com)

***New Board Directors will be elected at the Annual General Meeting on  
June 22, 2011.***

## **YWCA LETHBRIDGE & DISTRICT BOARD OF DIRECTORS RESPONSIBILITIES**

- Commit to serving on the Lethbridge & District YWCA Board of Directors for a minimum of one-three year term.
- Purchase an active yearly membership for \$15.00 or a sustaining membership for \$100.00.
- Volunteer your time as a Board member for approximately 10 hours per month.
- Sign a confidentiality form pertaining to the YWCA and Board business.
- Have a criminal record check completed.
- Complete a volunteer orientation program.
- Participate in a Board of Directors orientation program and yearly retreat.
- Attend and be prepared for the monthly meeting.
- Read and understand the Board Policy manual and By-laws.
- Volunteer and participate in a minimum of one other Board committee.
- Attend various YWCA events, such as Special Events or Fundraising activities as required.
- Give financially to the YWCA Lethbridge & District as your budget allows.

# **YWCA LETHBRIDGE & DISTRICT BOARD** **RECRUITMENT TIMELINE**

## **MARCH 2011**

1-Call for applications released

## **APRIL 2011**

15 – Closing date for applications

16- Interview process ongoing through April

## **MAY 2011**

9- Committee Meeting: Recommended Slate of Candidates determined

19-Board Meeting: Recommended Slate of Candidates presented to Board for endorsement.

## **JUNE 2011**

22- YWCA Lethbridge & District Annual General Meeting (AGM)

**YWCA Lethbridge and District Board of Directors**  
**Volunteer Application Form**

<b><u>Personal Information</u></b>			
<b>Title:</b> Miss. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/>			
<b><u>The YWCA of Canada requires each member association to have a minimum of 25% of Board members who are representative of young women (under the age of 30). Please indicate your age category.</u></b>			<b>18 – 30 :</b> <input type="checkbox"/> <b>31 +:</b> <input type="checkbox"/>
<b><u>Last Name:</u></b>		<b><u>First Name:</u></b>	
<b><u>Address:</u></b>			<b><u>Apt.#:</u></b>
<b><u>City:</u></b>	<b><u>Province:</u></b>	<b><u>Postal Code:</u></b>	
<b><u>Telephone #:</u></b>	<b><u>(Res.):</u></b>	<b><u>(Cell):</u></b>	<b><u>(Bus.):</u></b>
<b><u>E-Mail Address:</u></b>			
<b><u>Have you ever been involved with the YWCA?</u></b>			<b>N:</b> <input type="checkbox"/> <b>Y:</b> <input type="checkbox"/>
<b><u>If Yes, please Describe:</u></b>			

**Are you currently a voting member of the YWCA Lethbridge and District?** Y:  N:

**How did you find out about volunteer opportunities with the YWCA?**

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**Board meetings occur on the third Thursday of each month starting at 5:30pm. Can you commit to attending Board meeting on this day at this time?** Y:  N:

**Please state why you would like to serve as a member of the YWCA Lethbridge and District Board and how you feel you will contribute to further the achievements of the YWCA:**

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## Work and Education History

(Please attach resume)

**Are you currently employed?** N:  Y:  (Part Time:  Full Time:  )

**If Yes, where?**

**Previous Work Experience:**

**Are you currently a student?** N:  Y:  (Part Time:  Full Time:  )

**Name of School:**

**What is the highest grade/level/degree you have attained?**

## Volunteering Experience

**Have you had previous volunteer experience?** Y:  N:

**If yes, where?**

**Reason for volunteering:**

Gain work-related experience <input type="checkbox"/>	Interest in Community involvement <input type="checkbox"/>	Mandatory Community Service <input type="checkbox"/>
Desire to help others <input type="checkbox"/>	School requirement <input type="checkbox"/>	Other, please specify <input type="checkbox"/>

### **Skills / Interests**

(Please list all professional training / education or experience that you are willing to contribute to the YWCA Board of Directors. Check all that apply.)

Accounting / Finance / Investment	<input type="checkbox"/>	Strategic Planning	<input type="checkbox"/>
Fund Development/ Branding	<input type="checkbox"/>	Legal	<input type="checkbox"/>
Communications/ Media	<input type="checkbox"/>	Political Advocacy	<input type="checkbox"/>
Event Planning	<input type="checkbox"/>	Health Sciences or Health Promotion	<input type="checkbox"/>
Writing or Editing Articles	<input type="checkbox"/>	Women’s Social Justice Issues/ Advocacy	<input type="checkbox"/>
Building relationships with donors	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>

### **References**

Applicants must provide two (2) references. Please note that family members are not eligible to provide references. Suggested references: employer, professor / teacher, doctor, lawyer, social / welfare worker. Reference letters are welcome provided they have been written within the last 12 months.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Relationship to you</u></b>	<b><u>Phone Number</u></b>

I hereby certify that all information included in this application form is true and complete. I understand that incomplete applications will not be considered, and that giving false information is grounds for immediate disqualification from the application process or even immediate dismissal if the falsehood is discovered after placement.

I authorize verification of all statements herein and release the YWCA Lethbridge and District and all others from liability in connection with the same.

I have included my resume with references listed above or separately. I also give permission to the YWCA Lethbridge and District to obtain references from the people listed above or separately. In accordance to YWCA Lethbridge and District policy, I am aware that I am required to obtain a criminal record check to qualify as a candidate. I am also aware that completing this application does not guarantee my acceptance to the Board of Directors.

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**Applicant's Signature**

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**Date**

The Lethbridge and District YWCA respects your privacy and adheres to all legislative requirements with respect to protecting your privacy. Your personal information will be used strictly for the Board application process. From time to time, the YWCA Lethbridge may wish to contact you about events, programs and fundraising opportunities. If you prefer **not** to receive this information, please check this box: