



APPLICATION – BOARD OF DIRECTORS

Instructions

To apply to be a member of the OMAH board of directors, you must complete this form and submit it with a copy of your current resume or a brief biographical sketch.

- a) Please submit your completed form and resume or biographical sketch by mail or e-mail

Orillia Museum of Art & History
Attn: Chair, Governance Committee
30 Peter Street South, Orillia, ON L3V5A9

e-mail: executivedirector@orilliamuseum.org

- b) The deadline for applications is Friday, June 4, 2021

- c) For more information about the application process, please contact: Executive Director, Ninette Gyrody at (705) 326-2159 x101 or via email at the address noted above.

Applicant Contact Information

| | | | |
|--|--|---|--------------------------------|
| Usual first name: | | Last name: | |
| Mailing Address – Street and number: | | | |
| City: | | Province: ON | Postal Code: |
| Home Phone Number: | | Business Phone Number: | |
| Email Address: | | | |
| Preferred Method of Contact: Home Phone <input type="checkbox"/> | | Business Phone <input type="checkbox"/> | Email <input type="checkbox"/> |

Eligibility Criteria and Conditions of Appointment

- (a) Directors must be 18 years old.
- (b) Undischarged bankrupts are ineligible to serve as directors.
- (c) No employee of OMAH shall be eligible for election or appointment to the Board unless mandated by or expressly permitted by the OMAH By-laws, provincial statute or regulation.
- (d) No spouse, child, parent, brother or sister of any person identified in (c), nor the spouse of any such child, parent, brother or sister shall be eligible for election or appointment to the Board, except by resolution passed by the Members at an AGM or special meeting.
- (e) A person who is not a Member of the Corporation may not be a Director, either elected or ex-officio.
- (f) Prospective Board members MAY be required to complete a police records check and a vulnerable sector check to the satisfaction of the Chair of the Governance Committee
- (g) A director is expected to commit the time required to perform board and committee duties.
Depending on committee work, the minimum time commitment is likely 5-15 hours per month.

- (h) Directors must fulfill the requirements and responsibilities of their position – for example, preparing for and attending board and committee meetings, upholding their fiduciary obligations and working cooperatively and respectfully with other board members. Directors must comply with legislation governing the corporation, the corporation’s by-laws and policies, and all other applicable rules.
- (i) Directors must sign a declaration confirming their agreement to adhere to their fiduciary duties and board and corporate policies.
- (j) Board meetings are usually held at 5:15 on a week-day evening. The meeting day and time are set at the beginning of the fiscal year.

Conflict of Interest Disclosure Statement

Directors must avoid conflicts between their self-interest and their duty to the corporation. In the space below, please identify any relationship with any organization that may create a conflict of interest, or the appearance of a conflict of interest, by virtue of being appointed to the Board.

Knowledge, Skills and Experience

The Board seeks a complementary balance of knowledge, skills and experience. Please indicate your areas of knowledge, skills and experience by completing Schedule A to this application or by listing below.

Please list current or prior board or not-for-profit experience:

Which areas of board work are of particular interest to you?

Please describe any linkages you have or may have had with other arts or museum groups within the community:

References

Please provide the names and addresses of two references other than family members. Please include a reference that could provide information based on your governance experience:

| | | | |
|----------|--------|----------|--------|
| Name: | | Name: | |
| Contact: | Phone: | Contact: | Phone: |
| | Email: | | Email: |

Declaration

By submitting this application I declare the following:

1. I meet the eligibility criteria and accept the conditions of election or appointment set out above;
2. I have read and agree to comply with the By-laws and policies of the corporation
3. I certify that the information in this application and in my resume or biographical sketch is true.

Signature: _____

Date: _____

Schedule A - Application – Board candidates - Knowledge, Skills and Experience

Please indicate your areas of knowledge, skills and experience by checking off the relevant boxes in the table below. It is not expected that you possess knowledge, skills or experience in all the areas set out in the table. **Please indicate only those areas that apply to you.**

| Knowledge, Skill or Experience | Basic | Intermediate | Advanced |
|---|--------------|---------------------|-----------------|
| Accounting and Finance | | | |
| Board membership, Governance | | | |
| Property management | | | |
| Education, training | | | |
| Museum administration or policy | | | |
| Art gallery administration or policy | | | |
| Not-for-profit administration or policy | | | |
| Human resources management | | | |
| Performance Management | | | |
| Quality Management | | | |
| Information Technology | | | |
| Political Acumen | | | |
| Public Affairs & Communications | | | |
| Risk Management | | | |
| Stakeholder Engagement | | | |
| Strategic Planning | | | |

Describe other knowledge, skills or experience that you feel you will bring to the board:
