Ontario’s Southwest (OSW) Director Application

*Please complete this application and email it as an attachment to joanne@swotc.ca*

If you have accessibility needs [reach out](mailto:joanne@swotc.ca) and let us know how we can accommodate you.

\* Name: \* Required fields

Address:

Organization if applicable

\* Phone ( ) \* E-mail

# Governing Skills

With regard to the skills required to govern a nonprofit organization, I have or can quickly learn the:

* Ability to exercise the degree of integrity, care, diligence and skill required of a Director of a non-profit corporation
* Ability to act with prudence and probity in decision-making and protection of organizational assets

*To help ensure the board collectively has the needed governing skills, please rate yourself. Candidates are not expected to have skills in all areas shown below.*

| **Skill Area** | **Very Experienced** | **Somewhat Experienced** | **Little Experience** |
| --- | --- | --- | --- |
| Governance |  |  |  |
| Group decision-making |  |  |  |
| Strategic planning |  |  |  |
| Success measures/performance metrics |  |  |  |
| Audit/financial oversight |  |  |  |
| Communication with stakeholders |  |  |  |
| Revenue generation |  |  |  |
| Organizational ethics and integrity |  |  |  |
| Community engagement |  |  |  |
| Membership and/or volunteer recruitment and retention |  |  |  |
| Internal policy development |  |  |  |
| Advocacy re public policy development |  |  |  |

***Additional comments***

# Knowledge

*To help ensure a diversity of knowledge on the board, please complete all applicable portions of the table.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge Area** | **Clarification** | **How It Applies to Me (if applicable)** | |
| Familiarity with a significant part of OSW’s geographic area and its tourism and economic drivers. | Which part of the geography are you familiar with? |  | |
| Familiarity with diverse aspects of the tourism industry as a participant, supplier, avid consumer or academic. | Which aspects of tourism are you familiar with (e.g., attractions, events, accommodation, food service) and in what way? |  | |
| Experience in leading nonprofit organizations | Name organizations led and your role |  | |
| Financial literacy | State your role re financial statements, reports and budgets |  | |
| Experience in dealing with elected officials and public servants on matters of public policy, funding and legal matters. | What level(s) of government and type of issue? |  | |
| Professional or work experience directly related to the development and enhancement of tourism products such as accommodations, attractions and events. | Please explain your role and type(s) of organization if not covered above |  | |
| Active membership in a tourism-related organization with a wide geographic scope | Please name |  | |
| Formal education relating to tourism, hospitality, event management or related subjects | Please name the course or program and degree/diploma/certificate attained |  | |
| Computer Literacy related to end user software skills | Please state your skill level regarding Word, Excel, Outlook/email as it would pertain to your ability to fully participate in accessing, reading and submitting documents for meeting or committee preparation. |  | |
|  | | |  | |
| What sub-committees might you be interested in at the Board? (e.g. Governance, Planning & Evaluation, Finance & Audit) | | |  | |
| Would you be prepared to take on a more senior role to the Board? (e.g. Chair, Secretary, Treasurer, Committee Chair) | | |  | |

***Additional comments***

# Personal Attributes

I confirm that as a director, my conduct will reflect the following values:

* Committed to DEI and unlearning biases
* Having passion for the Vision and Mission of the organization
* Willingness to serve in a leadership role
* Willingness to make sufficient time available for Board meetings and related work/events
* Being generally respected and treating all others with respect
* Accepting full accountability
* Acting with honesty, transparency, integrity and perseverance
* Being collaborative and dealing constructively with differences
* Being mindful of sustainability and protection of the natural, cultural and heritage assets

# Governance Experience

*If not outlined above, please list boards and board committees you have sat on, and in what capacity (e.g., chair, secretary, director-at-large):*

*If not outlined above, please note circumstances where you have been a key resource to boards, (e.g., senior staff, corporate secretary, consultant, professional advisor):*

# References If you are shortlisted or an interview, you may be asked to provide 3 references.

# Confirmation

I confirm that I have filled out the application truthfully to the best of my ability. I understand that if accepted as a candidate, I will be asked to sign a confirmation that I will abide by the Directors’ Code of Conduct and Conflict of Interest Policy and comply with the Director Position Description.

Signature Date

*Please download and complete this form, then email it as an attachment to* [*joanne@swotc.ca*](mailto:joanne@swotc.ca) *no later than* ***April 5, 2024 at 1:00 p.m. EST*** *Please attach a resume if available.*