



Big Brothers Big Sisters of Calgary and Area

**NOMINATION FORM
for
DIRECTOR OF BIG BROTHERS BIG SISTERS OF CALGARY AND AREA ("BBBS")**

To be received electronically via fax at 403-777-3525 or email at calgary.ea@bigbrothersbigisters.ca NO LATER than June 1, 2018

Select 1 Category	Category of Director (Select one only)	No. of Vacancies	
		Current Board Member (Standing for Re-Election)	New Nominee
<input type="checkbox"/>	Canadian Progress Club (member in good standing of a Contributing Canadian Progress Club)	<u>0</u>	<u>1</u>
<input type="checkbox"/>	Community Member (excluding persons from foregoing category, unless not enough suitable nominees from Community)	<u>4</u>	<u>3</u>
<input type="checkbox"/>	Any Past President or Chair (immediate or prior)	<u>0</u>	<u>1</u>

NOMINEE:

Name:	
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is hereby nominated for election to the position of Director of the Board of BBBS.

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NOMINATOR* (Please Print)

SIGNATURE

DATE

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SECONDER* (Please Print)

SIGNATURE

DATE

**must be a Member of BBBS*

I, the Nominee, acknowledge that I have read and understand the Notes in this form, and hereby accept this nomination, this ____ day of _____, 2018.

(Signature of Nominee)



NOMINATION FORM (Cont'd)

Note 1, BACKGROUND and ATTRIBUTES:

To help in achieving BBBS's strategic goals, the Board is seeking new directors with a broad community perspective and experience with not-for-profit organizations. The Board also wishes to honour its endorsement of the Diversity Vision of Big Brothers Big Sisters of Canada by encouraging the nomination of candidates who reflect the cultural, ethnic and gender diversity of the organization's volunteers and the children and youth being served.

In addition to the above, it is important for candidates to have:

- a genuine care for the well-being of children and youth,
- board or committee experience, and
- a positive "can do"/"make a difference" attitude.

Note 2, BBBS DIRECTOR POSITION DESCRIPTION

In providing for the stewardship of BBBS, the Board has the following principal duties and responsibilities:

- a) *In consultation with the President & CEO (herein referred to as CEO):*
 - Provide for strategic planning, direction, and implementation;
 - Develop and annually review BBBS's mission, vision and values;
 - Approve and periodically review progress in achieving the organization's goals and objectives;
 - Approve and monitor progress in achieving the Annual Business Plan, and the Annual Budgets;
 - Identify the principal risks faced by BBBS and ensure the implementation of procedures and systems to manage these risks;
 - Ensure the adequacy and integrity of internal control and management information systems; and
 - Report to stakeholders on the stewardship of and the governance of BBBS;
- b) *Monitor the management of assets, and the financial and operational performance of BBBS;*
- c) *Review and approve any major changes in the programs and standards of BBBS; and monitor their implementation;*
- d) *Review and approve any new policies or changes in existing policies that will significantly affect the conduct and operations of the organization;*
- e) *Review the quarterly financial statements and approve the annual audited financial statements.*
- f) *Appoint the CEO, and:*



NOMINATION FORM (Cont'd)

- Provide him/her with financial and other authorities;
 - Approve his/her duties, responsibilities, and limitations;
 - Establish his/her remuneration;
 - Evaluate his/her performance;
 - Supervise his/her training and development; and approve a succession plan;
- g) Approve the overall management structure of BBBS;*
- h) Elect Board officers, and define the purpose and responsibilities for each position;*
- i) Participate in the annual evaluation of the performance of the Chair;*
- j) Provide for the succession of the Chair and Vice-Chair;*
- k) Constitute Board committees and appoint their members;*
- l) Provide for effective relations, representation, and communications with governments and other organizations as necessary; and*
- m) With the CEO, provide for effective stakeholder and public communications.*

Individual Director's Duties and Responsibilities

The principal duties and responsibilities of each director are as follows:

- a) Demonstrate leadership by personally supporting and promoting BBBS to the best of her/his ability;*
- b) Attend Board and committee meetings fully prepared to discuss the matters on the agenda;*
- c) Annually evaluate personal and Board performance in carrying out these duties and responsibilities;*
- d) Serve on a minimum of one of the Board's committees;*
- e) Actively support the organization in achieving its fundraising goals;*
- f) Sign the Director's Certificate of Eligibility and Oath of Office (To be provided);*
- g) Complete an Offence Declaration Form each year; and*
- h) Permit BBBS to conduct a Policy Check and Child Intervention Record Check every three years.*



Big Brothers Big Sisters of Calgary and Area

■ 5945 Centre Street SW Calgary, Alberta T2H0C2 Canada

NOMINATION FORM (Cont'd)

INFORMATION FROM NOMINATORS:

1. Relevant information on background of nominee (*maximum fifty words*):

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2. How can the nominee contribute to the work of the Board, and why? (*maximum fifty words*):

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NOMINATION FORM (Cont'd)

6. Please describe how your cultural background, life experiences and unique perspectives will enrich the discussions of the Board as it strives to be reflective of the communities that BBBS serves.

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7. Please describe any prior involvement you have had in acting as a mentor.

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Information from Nominators and from Nominees *must* be submitted in electronic format.

Please submit your electronic form to the CEO's Executive Assistant at calgary.ea@bigbrothersbigsisters.ca by June 1, 2018. Thank you.
