

SPECTRUM - Waterloo Region's Rainbow Community Space
283 Duke St., West, Unit 210
Kitchener, Ontario N2H 5C2

Director of SPECTRUM Board Application Package 2016

SPECTRUM is the LGBTQ community centre serving the Region of Waterloo since 2012, made up entirely of volunteers. We are a non-profit organization providing support, programs and resources to community members and organizations, health care providers, and academic institutions. We function through collaboration, partnership, volunteerism, and community support. SPECTRUM has been growing because of our dedicated Members, Volunteers and Directors of the Board committed to active participation and care.

A Director of the Board is a Member who represents the greater SPECTRUM Membership by developing, reviewing and revising internal and external policy, preparing grant funding applications and allotments, assists in facilitation of programs and events, and fundraising. You must be a Member of SPECTRUM in order to apply as a Director of the Board.

SPECTRUM is committed to equity and values of diversity. We welcome all qualified applicants who are members of or allied with the rainbow community and who uphold the mission and values of Spectrum.

Time Commitment:

A Director of the Board attends a monthly Board meeting that lasts an average of 1 and 1/2 hours. Directors are expected to correspond by email in between Board meetings to discuss any finance, program or event questions or concerns that arise. Our Board is a highly engaged and active volunteer commitment which seeks persons to attend some events, review policy, outreach, fundraise and/or facilitate programs throughout the year. On average, the time commitment for a Director is 12-15 hours per month.

How to apply:

Fill out the Board of Director Application Package in full either online or by hand. Include any applicable documents in this package like a resume or a curriculum vitae. Include your Membership Form if your membership is expired or invalid. Send in the completed form and supporting documents by email to the Nominating Committee at president@ourspectrum.com or by mail to SPECTRUM at 283 Duke St., West, unit 210 in Kitchener, Ontario at N2H 5C2.

SPECTRUM Director of Board Application Package check list: _ Completed four page Application Package _ One personal Endorsement (Page four) _ One professional Endorsement (Page four) _ Membership Form (Page five, if applicable) _ Resume and any supporting documents	Contents of Application Package: Page 1: Cover page, SPECTRUM information, check list Page 2: Consent Form Page 3: Applicant Questions, Volunteer and Board Experience Page 4: Board of Director Interests, Endorsement Page Page 5: Membership Form
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Director of SPECTRUM Board Application Form

Consent Form:

Candidate Name: _____

SPECTRUM Membership #: _____

Home Mailing Address: _____

Email Address: _____

Phone Number: _____ **Alternative Phone Number:** _____

Preferred method of Contact: _____

Time Commitment:

1 YEAR TERM OF OFFICE

2 YEAR TERM OF OFFICE

Declaration of Candidacy:

I, _____, hereby confirm that I am a current SPECTRUM Member who is declaring candidacy for a Director of the Board position. I understand that I must submit this completed Director Application Form to the Nominating Committee of SPECTRUM's Board of Directors by August 31, 2016 at 11:59pm to reserve my candidacy. I am declaring my willingness to serve as a Director of the Board with due diligence and respect on behalf of SPECTRUM's Membership and for the greater good of our queer community in the Region of Waterloo.

Signature of Candidate: _____ **Date:** _____

All applications are to be completed in full by **August 31, 2016 at 11:59pm** to be considered eligible for candidacy of the Board of Directors of SPECTRUM. Once your application is received you will be contacted for an interview by the Nominating Committee of SPECTRUM's Board of Directors.

For SPECTRUM office use

Date received:

Nominating Committee Signature:

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Applicant Questions:

What is your understanding of SPECTRUM's role within the Region of Waterloo?

Have you volunteered with SPECTRUM before? If so, for what event or program?

How do you feel SPECTRUM would benefit from your involvement on the Board?

Volunteer and Board Experience:

What is your volunteer experience in general?

Organization	Role/Title	Dates of Service

What is your Board of Director experience?

Organization	Role/Title	Dates of Service

Please list any groups, organizations or business that you could serve as liaison on behalf of SPECTRUM?

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Director Areas of Interest:

Spectrum's Board of Directors is comprised of many dedicated individuals who all have unique skills and areas of interests. We actively participate in governing SPECTRUM as a team by working on smaller committees and action groups. Four areas that SPECTRUM's Board of Directors places a high priority on are:

1. Fundraising: fundraising and donation collection.
2. Nomination: volunteer recruitment and outreach.
3. Finance and Funding: reviewing of finances, projecting budgets, allotting funds.
4. Marketing and Outreach: social media presence, event presence, web designing.

Director of the Board Interests (check all that apply):

Finance, accounting	Education, facilitation
Human resources	Special events, organizing events
Administration, management, office	Grant writing, research
Outreach, advocacy	Non-profit, charitable organizations
Bylaws, policies, governance	Program evaluation
Fundraising, collecting donations	Marketing, web design
Archiving, organization	Volunteer management, recruiting
Social media	Other:

Endorsements:

An endorser is a person who can verify your personal character, work ethics, volunteer and work experience, and dedication to supporting the well-being of our Region of Waterloo. We require a minimum of two endorsers, one person and one professional.

Personal Endorsement:

Name: _____ **Phone Number:** _____

Relationship: _____

Professional Endorsement:

Name: _____ **Phone Number:** _____

Relationship: _____

Other Endorsement:

Name: _____ **Phone Number:** _____

Relationship: _____

Thank you for your application!

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SPECTRUM Membership Form 2016:

Membership of SPECTRUM is available to all individuals who:

- a) Live, work, play and/or study within the Region of Waterloo,
- b) Personally identify as members or allies of the rainbow community,
- c) Understand and abide by the SPECTRUM Code of Practice

Please fill in the following information:

Name: _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone Number: _____ **Alternative Number:** _____

Email Address: _____

Membership Types:

Full Member - \$10.00 annual fee OR documented 30 hours of annual service to SPECTRUM

Full Members support and carry out SPECTRUM's programs and/or events and day-to-day activities with documented volunteer service or through the financing of an annual Membership fee. Full Members are individuals who have a right to vote within SPECTRUM at their Annual General Meeting. Full Members are eligible to serve Terms of Office on the Board of Directors and represent the general Membership of SPECTRUM.

Honorary Member - no fee

Honorary Members are individuals who have a right to vote within SPECTRUM at their Annual General Meeting. Honorary Members are entitled to all of the benefits of Full Members with the exception of serving on SPECTRUM's Board of Directors.

Patron Member - \$100 annual fee

Patron Members are benefactors, sponsors, owners or managers of business establishments entitled to all of the benefits of Full Members except serving as a Director on SPECTRUM's Board of Directors.

Signature of Member: _____

Signature of SPECTRUM Director of the Board: _____

Date of Declaration: _____ **Type of Membership:** _____

Membership Number: _____ **Membership Term:** _____