



## CALL FOR NOMINATIONS FOR THE BOARD OF DIRECTORS

As a not-for-profit Ontario corporation, the Etobicoke Historical Society is governed by a Board of Directors. Under the Society's by-laws, the Board has from five to nine directors each of whom is elected for three years at an annual general meeting. In order to prepare for the next election – to be held at the annual general meeting in May – members of the Society are requested to submit nominations or self-nominations for directors.

### Role of the Board

The Etobicoke Historical Society is dedicated to fostering research into the history of Etobicoke, sharing what is known about that past, and conserving the area's heritage structures and artifacts. The Board of Directors provides leadership in helping the Society to advance its goals. Directors also take on the Society's various offices (e.g., President, Treasurer, Secretary) as well as its management functions (e.g., planning, administering finances and memberships, record keeping, and communications). The Board meets once a month (except for July, August and December), usually on the first Thursday evening of the month, for about 2 hours.

### Director's Responsibilities

*(With thanks to Community Literacy of Ontario's Board Governance Resource Guide)*

Each Director must:

- Act in the best interests of the organization
- Understand the roles and responsibilities of being a board member
- Be familiar with the organization's bylaws, policies and procedures, strategic plan, mission, etc.
- Ensure he/she avoids conflicts of interest including operating in the best interest of the organization not in self-interest or the interest of a stakeholder group
- Respect confidentiality policies that pertain to membership and board discussions
- Keep informed about the organization's financial activity and legal obligations
- Bring his/her own skills, experience and knowledge to the organization
- Attend board meetings regularly and arrive prepared for meetings
- Support board decisions once they have been voted on

### Director's Qualifications

Directors should have a commitment to advancing the aims of the Society. They should be able to devote the time required to meet their responsibilities. They should be able to work well with others.

In accord with the Ontario Corporations Act and the Society's by-laws, Directors must be:

- A member of the Society (or become a member within 10 days of election)
- 18 years of age or older

- A person who has not been found incapable of managing property under the *Substitute Decisions Act, 1992* or the *Mental Health Act*
- A person who has not been found incapable by any court in Canada or elsewhere
- Not bankrupt
- Not be ineligible for office under the rules of the Canada Revenue Agency for registered charities

### **Nomination Process**

- Nominations must include the nominee's name, telephone number, email and a short statement of interest (not more than 250 words) indicating any knowledge, skills or experience that would assist in the Board's work. Statements will be circulated to members as part of the election process.
- All nominations (except for self-nominations) must confirm (either by a signed or email attestation from the nominee) that the nominee is willing to stand for election.
- **Please send nominations to the EHS Secretary by April 5<sup>th</sup> at:**
  - Mail:* EHS, c/o Montgomery's Inn, 4709 Dundas Street West, Etobicoke, ON M9A 1A8
  - or*
  - Email:* [archives@etobicokehistorical.com](mailto:archives@etobicokehistorical.com)