



Board Member Application

Thank you for your interest in participating in the governance of our affiliate as a member of the Board of Directors. Habitat for Humanity Grey Bruce is a non-profit housing organization with a global vision of ***a world where everyone has a safe and decent place to live***. People in our community and from all over the world partner with us to provide affordable homes for working families caught in punishing cycles of unpredictable rent increases, overcrowded or unhealthy living conditions.

Habitat Grey Bruce's affordable housing model fills the gap in the housing ecosystem. We provide a **pathway to homeownership**, opening access to the housing market for the increasing number of families being priced out.

OUR VISION

A world where everyone has a decent place to live.

OUR MISSION

We create opportunity for people to thrive through innovative housing solutions.

OUR CORE VALUES

Safety First

The well-being of everyone in our workplaces is at the forefront of all we do. No job or time pressure is so important that it cannot be done safely.

Family-centric

Whether our own or those we serve, family always comes first.

Tenacity

We persist, even in the face of relentless adversity. We believe anything is possible when we work hard and never give up.

Openness

We listen carefully to new ideas and welcome scrutiny of all we do. We are transparent.

Innovation

Our success is dependent upon new learning, improving and driving change. We are a work in progress and do not hesitate to take calculated risks.

Transformation

While our primary business is building houses, our ultimate passion is life change.

Social Responsibility

We seek to bring benefit to our communities and to minimize as much as possible our environmental footprint with sustainable practices.

POLICY GOVERNANCE

The Board functions as a **policy governance** Board. That is, the Board sets the strategic direction and the policy framework in which the staff and volunteers serve. Besides giving direction, the Board protects the assets of the affiliate through diligent oversight and monitoring of performance.

For Habitat for Humanity Grey Bruce to be a great organization it needs to have a great Board. And for the Board to be great it is imperative that every member of the Board be not only competent, but actively contributing to the leadership of the organization.

Application Process

The process for being nominated and elected to the Board of Directors involves the following steps:

- STEP 1 Carefully review the Board of Director role description (see below) to become familiar with the qualifications, responsibilities, and expectations.
- STEP 2 Complete the application form and return it to the Habitat for Humanity Grey Bruce office via email: info@habitatgreybruce.ca or mail: 223017 Grey Road 17, Owen Sound, Ontario N4K 5N7.
- STEP 3 After receiving your completed application, you will be contacted to arrange an interview with you; one or two current Board members and/or the Executive Director. At the interview, please be prepared to discuss your skills, experience, and community involvement.
- STEP 4 At Habitat Grey Bruce's Annual General Meeting of Members (AGM) members will review your and other candidates' applications then hold an election of new Board members. You will be informed shortly after the AGM about the results of the election.
- STEP 5 Election to the Board is conditional on the provision of a satisfactory Police Records Check (original copy).

For further information visit our website habitatgreybruce.ca.

Thank you.

The Board of Directors (the Board) is the legal governing body which acts on behalf of the stakeholders of Habitat for Humanity Grey Bruce (HFHGB). Our stakeholders include our homeowners, donors, partners, volunteers, Habitat International, Habitat Canada and those in our community who resonant with our mission. The Board functions as a **policy governance** Board. Specific responsibilities of the Board are:

Strategic Direction

- Affirm and promote Habitat for Humanity’s Vision, Mission and Core Values;
- Set the Affiliate’s strategic direction and overall goals and outcomes (metrics) within the context of the covenant with Habitat for Humanity Canada, appropriate laws, government policy, and community need;
- Monitor strategic performance, program effectiveness and quality

Financial Oversight & Risk Management

- Review financial performance and viability;
- Ensure resources/assets are available and effectively used;
- Oversee risk management to protect assets

Governance

- Establish governance structures to enable the achievement of expected outcomes with clear lines of communication and internal accountability in accordance with all legal requirements, HFHGB Bylaws, and the Covenant with Habitat for Humanity Canada, and for the purposes described in the Letters Patent, in a financially solvent and secure manner;
- Participate on Board Committees to contribute to the development of policies that define the parameters within which the affiliate will operate;
- Assess the effectiveness of the Board’s performance

Community

- Provide a link between HFHGB and the community to confirm and expand the affiliate’s brand and identity;
- Advocate on behalf of HFHGB in its efforts to secure resources;
- Participate in Habitat functions (e.g., Ground-breakings, Dedications, Awards Ceremonies) as needed

Supervise the Executive Director

- Ensure there is effective leadership/management within the affiliate

Term & Time Commitment

Directors are also Members of the Corporation and are eligible to serve a maximum of six years divided into three, two-year terms as an orderly means of rotating the Board. The required time commitment will vary from month to month, but a monthly average is about 5 to 7 hours.

Qualifications

- Passionate about the vision, mission and core values of Habitat for Humanity Grey Bruce
- A person of integrity and maturity having a positive reputation in the community and workplace
- Have sound judgment and discernment; exercise respect for confidentiality and privacy
- Experience in organizational/managerial leadership, and working effectively with teams
- Awareness and understanding of current developments within the areas of affordable housing and poverty
- A history of active volunteer involvement with Habitat for Humanity and/or other not-for-profit organizations
- Understands and agrees to follow HFHGB’s Code of Conduct and Confidentiality Agreement
- Be at least 18 years of age



Board of Director Application

GENERAL INFORMATION

 Name Phone Email

 Address City/Town Postal Code

 Professional / Employment Background Date of Birth year/month/day

How long have you lived in Grey and/or Bruce counties? _____

SKILLS & EXPERIENCE

What skills do you bring to our Board? Please indicate your experience in the following areas:	Very Experienced	Somewhat Experienced	Little or no Experience
Affordable Housing			
Board Governance			
Communications (writing)			
Construction, Engineering			
Faith Community			
Financial Management (budgeting/accounting)			
Fund-raising			
Government (relations/legislation)			
Human Resources (hiring/evaluation/development)			
Information Technology			
Legal (not-for-profit/real estate)			
Marketing			
Organizational Development			
Policy Development			
Retail			
Social Networking			
Social Services (life skills training)			
Strategic Planning			
Volunteer (recruitment/management)			

Do you have any previous Board and/or volunteer experience?

Yes No

If yes, briefly outline your experience below:

Organization	Position and Responsibilities / Achievements

References

Please list, if possible, one Habitat for Humanity Grey Bruce staff or board member who is able to confirm the above information you have provided.

Name: _____ Phone: _____

Please list one other individual who is able to confirm the above.

Name: _____ Phone: _____

Applicant Agreement and Signature

I have read and understand the application process and the responsibilities outlined in the description.

I hereby certify that all information included in this application form is true and complete. I understand that giving false information is grounds for immediate disqualification from the application process or even immediate dismissal if the falsehood is discovered after placement.

I give permission to Habitat for Humanity Grey Bruce to obtain references from the people listed above. In accordance to Habitat for Humanity Grey Bruce policy, I am aware that I am required to obtain a criminal records check (CRC) to qualify as a candidate. I am also aware that completing this application does not guarantee my acceptance as a member of the Board of Directors.

I agree

Please type your name above.

Date