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1103 3 Avenue North

Lethbridge AB T1H 0H7

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www.interfaithfoodbank.ca

**APPLICATION FOR DIRECTOR**

This application form is designed to provide the Interfaith Food Bank Nominations Committee with the information necessary to recommend individuals for election to serve on the Interfaith Food Bank Society of Lethbridge Board of Directors. Please provide as much detail as you can as this form is an important source of information used in the selection process. You may also attach your curriculum vitae or resume.

The selection process may involve an interview. Applicants will be notified as to the success of their application. An orientation meeting will be conducted with the successful applicant(s). Directors are elected to 2-year terms of office that commence with the regular scheduled meeting following the Annual General Meeting. The Board of Directors may fill any casual vacancy of office until the following Annual Meeting.

A brief overview of board member expectations and committee work:

* The board meets 9 times per year (board meetings are not held in July, August or December)
* Meetings are in person or via videoconference, 2 hours in length, one evening per month
* Each board member is expected to sit on a minimum of 2 board committees
* There are 7 board committees: Executive, Finance, Site, Fundraising, Policy and Procedure, Human Resources and Nominations (see committee descriptions below)
* Where possible, Executive Committee members have a minimum of 1 year of experience on the Interfaith Food Bank Board before election to an Officer position
* Board committees meet a minimum of 3 times per year with some committees meeting up to 9 times per year for 1-1.5 hours
* In addition, Board members volunteer for fundraising events throughout the year
* Board member volunteer hours are tracked
* Average monthly commitment is 5-10 hours

Thank you for allowing your name to stand for consideration.

**Send application to: Nominations Committee Chair, Penny Kwasny @**

 **pkwasny@telus.net**

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| **Applicant’s name** |  |
| **Mailing address** |  |
| **Town/City/Postal Code** |  |
| **Primary phone number** |  |
| **Email address** |  |

1. **Corporate and Business Experience**

**Name of Company or Organization Position Held Years Employed**

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1. **Board Experience (Corporate, Volunteer and other)**

**Name of Organization Years Executive Position(s) Years**

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1. **Other Volunteer or Community Organization Experience (including Interfaith**

**Food Bank)**

**Name of Organization Position Years**

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1. **Please share what you know about Interfaith Food Bank.**

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1. **Please tell us why you are interested in serving on the Interfaith Food Bank Board of Directors.**

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1. **What are you hoping to gain from the experience of serving as a Board member with the Interfaith Food Bank?**

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1. **Please describe how your skills and experience will assist Interfaith Food Bank to achieve its mission to recognize the human dignity of those in need and to provide food and access to services and resources generated from within the community.**

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1. **We are currently seeking an applicant with legal experience for one of the vacancies. If applicable, please describe your skills and experience in this area.**

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1. **Please share with us the board committees you would be interested in serving on and the skills and experience you have that would contribute to the purpose of the committees. (See committee descriptions at the end of this application).**

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1. **If you are not selected for the current vacancy, would you be interested in having your name added to our director applicant pool?**

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1. **Please provide any additional, pertinent information you would like to share with us. (optional)**

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1. **Please provide three references**

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| --- | --- |
| **Name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Relation to applicant** |  |

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| --- | --- |
| **Name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Relation to applicant** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Relation to applicant** |  |

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**Signature Date**

**Interfaith Food Bank Board Committee Descriptions**

**Executive Committee**

To provide organizational and strategic direction and act on behalf of the full Board of Directors

**Finance**

To provide financial oversight, including budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accounting policies

**Site**

To ensure that the facilities and equipment of Interfaith Food Bank meet the needs and maintain the efficiency and sustainability of the organization

**Fundraising**

To provide strategic direction for fundraising activities in order to allow the Interfaith Food Bank (IFB) to deliver programming as per its mandate; and to educate and engage Board Members in major fundraising activities

**Policy and Procedure**

To ensure that Interfaith Food Bank (IFB) bylaws and governance policies are in place and are updated on a regular basis consistent with relevent legislation, guidelines and identified needs

**Human Resources**

To ensure that Human Resources (HR) policies and practices are in place to attract, retain and develop an effective Executive Director thus ensuring the health and sustainability of the Interfaith Food Bank (IFB)

**Nominations**

To ensure for each Annual General Meeting (AGM), there is appropriate membership for election to the Board of Directors and to ensure these candidates are suitable and willing to serve in the positions of Officers, Directors and committee members