



Alison Neighbourhood Community Centre

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Dear Member of the Community,

Thank you for considering membership with the Alison Neighbourhood Community Centre Board of Directors. The success of our non-profit organization depends upon contributions from community-minded individuals that are interested in affecting positive change on the local level. Please review the enclosed information package.

The information package includes:

- Board member job description
- Outline of the time commitment required to be a member
- Applicant Profile– if interested please fill out and return

Once you have reviewed this material, and wish to pursue the opportunity further, you are welcome to attend our next board meeting as a guest of the association, prior to making a final decision to join the board.

New board members are asked to attend an orientation session and an information package is provided to each new member once elected. The board regularly meets on the second Monday of every month but not during the summer.

The Alison Neighbourhood Community Centre has experienced tremendous growth over the past few years. In particular, the 2009/2010 year will be an exciting time for the centre as we develop and implement our strategic and long-term plans. We will also continue to work with residents to determine how we can best offer our programs and services.

It is our sincere hope that you will consider adding your talents and assets to the Alison Neighbourhood Community Centre Board of Directors. Should you have any questions, or would like additional information, please do not hesitate to contact Courtney Storey (519) 620-1867. Your support and interest is greatly appreciated here at the Alison Neighbourhood Community Centre

Sincerely,

Theresa Munoz

Theresa Munoz
Volunteer Coordinator- Alison Neighbourhood Community Centre
Theresa.volunteercoordinator@gmail.com
(519) 620-1867

Board Member Job Description

Purpose: Provides governance to the organization, represents it to the community and accepts the ultimate legal authority for it.

	Tasks
1.	Actively participates in monthly board meetings, reviewing information packages before the meeting and bringing relevant material to the meeting
2.	Approves recommendations after fair debate according to the centre's mission and vision
3.	Annually reviews and approves the centre's operating budget; reviews results achieved by staff in regards to expenditures and revenues
4.	Participates in annual and long term planning sessions

Skills required or considered an asset

1. Previous volunteer experience
2. Good organizational and management skills
3. Good oral and written communication skills

Training and skill development

Opportunity to participate in City and Volunteer Cambridge training events

Working Conditions

On site at the centre, public relations commitments in public areas

Benefits

Annual recognition event, reimbursement for training when approved, experience for resume

Screening required

Vision

Alison Neighbourhood Community Centre, (ANCC) is a not-for-profit organization offering decentralized, affordable recreational and social opportunities for the residents of the Alison Neighbourhood in Cambridge, Ontario.

Mission Statement:

Our mission is to as follows;

1. Provide programs and services based upon expressed needs to the residents of the Alison Neighbourhood.
2. Provide affordable, accessible and enriching recreational and social opportunities for all citizens to enjoy.
3. Continue to facilitate community connections and partnerships to bring the community together.
4. Cultivate a warm, friendly and inviting environment to facilitate the building of community and individual capacities.

Board and Committee Time Requirements

ANCC understands the need for personal balance in work, home and volunteer life. Therefore, potential members are informed of the amount of volunteer time required to be on the board as estimated below:

Board Member Participation:

	Responsibility	Approximate Time
1.	Attendance at monthly Board Meetings – Approx. 10 @ 2 hours in length	20 Hrs.
2.	Meeting preparation- Reading reports- Approx. 1 hour/month	5 Hrs.
3.	Special Events i.e. Winter Carnival, Volunteer Appreciation, 1-3 per year @ 2 hours	4 Hrs.
4.	Workshops/Board Training 1- 2 per year @ 3 hours	3 Hrs.
	Total Hours/Year	32 Hrs.

Committee Participation:

Each board member is expected to be a member of one standing committee.

	Responsibility	Approximate Time
1.	Participation on one or two Standing Committee: i) Executive Committee ii) Nominating Committee iii) HR Committee iv) Finance Committee v) Programs/Summer Playground	20 Hrs.
	Total Hours/Year	20 Hrs.

Total Volunteer Time Commitment: 52 hours/year



Alison Neighbourhood Community Centre Board of Directors

Applicant Profile

Name		
Address		
Home Phone	Work Phone	Cell Phone
E-mail		

To help us better assess your potential contribution to the ANCC Board; please complete the following:

Why are you interested in becoming an ANCC Board member?

How would your work/volunteer experience be an asset to the Board?

What knowledge, skills and training can you bring to the Board?

What do you hope to gain from your experience as a volunteer Board member?

What skills and knowledge are you willing to bring to our board? Please indicate your experience in the following areas.	very experienced	some experience	little or no experience
strategic planning			
fundraising			
board development (recruitment, training, evaluation)			
program planning and evaluation			
Special events			
financial management and control (budgeting, accounting)			
communication, public and media relations			
public speaking			
organizational development			
information technology			
writing, journalism			

Note: If you have a personal or professional reference letter and resume, please attach.

References

Name	Address	Phone

Thank you for your interest in joining ANCC as a volunteer Board Member.

For Board Use:

Nominee has had a personal meeting with either chief executive, board chair, or other board member. Date: _____

Nominee reviewed by the committee. Date: _____

Nominee attended a board meeting. Date: _____

Nominee interviewed by the board. Date: _____

Action taken by the board _____