

Today's Date: _____

Name of Nominee: _____

Nominator Name: _____

****Nominations may be made by others or through self-nomination.**

ADDRESS (street address, city)		POSTAL CODE
PHONE NUMBER	EMAIL ADDRESS	DATE OF BIRTH (req'd by OAC & CRA)

Please submit this completed form with a copy of your CV

Please describe your background insofar as it relates to your involvement with the ACWR or other Arts Organizations:

Please describe the Expertise/Interests/Skills you will be bringing to the Board:

Please add any further information that is relevant to your nomination:

Our Bylaws require that every Director and Officer of the Corporation, in exercising his/her powers and discharging his/her duties, shall act honestly and in good faith with a view to the best interests of the Corporation and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Please refer to the Attached Document, which lists the Responsibilities and Expectations of board Members.

I have read the attached document and am in a position to support the ACWR as described to the best of my abilities.

Signature

Nominee: _____

Responsibilities and Expectations of Board Members

FINANCIAL EXPECTATIONS

A Board Member shall:

- Assist with fundraising including identifying grant and funding opportunities, seeking sponsorships for events and promoting sale of memberships and sale tickets to ACWR fundraising events;
- Attend and assist at Arts Council – Windsor & Region fundraising events;
- Actively participate in ACWR financial and budget decisions.

ADVOCACY AND PERSONAL INVOLVEMENT

A Board Member shall:

- Commit to serve on the Arts Council – Windsor & Region (ACWR) board for a minimum of two (2) years;
- Abide by and support the decisions of the board. (In instances where a board member strongly opposes a decision of the board, that director may wish to formally register his or her opposition, but the obligation to support the decision outside the board meeting remains the same.)
- Complete any tasks or assignments accepted at board meetings or from the President at the board's request;
- Participate actively in the board meetings by asking questions to clarify issues; by expressing their views; by listening to and considering the views of others; and by taking part in decision-making;
- Prepare for meetings by reading minutes and preparatory material;
- Be aware of issues and keep up-to-date on trends in the community that might affect these issues;
- Be willing to offer a minimum of six volunteer hours per month to the ACWR;
- Attend all board meetings and RSVP by the day prior to the meeting if unable to attend (3 consecutive meetings missed may result in loss of board membership);
- Know the board's legal responsibilities and make sure they are upheld -- ACWR is an incorporated body, is a registered charity and carries Directors and Officers liability insurance;
- Keep board discussions confidential.

LEADERSHIP DEVELOPMENT

A Board Member shall:

- Actively participate on one or more committees and be willing to chair one;
- Give assistance to staff, as requested by the President and/or Executive Director, in areas where board member has expertise;
- Represent ACWR at Artspeak Gallery receptions;
- Attend orientation and educational workshops to expand their knowledge and responsibilities to ACWR;
- Be well-informed to convey and work towards fulfilling ACWR mission and strategies, policies, programs, strengths and needs;
- Bring professional and volunteer experience and affiliations to bear on your work with ACWR.