



www.awaresociety.bc.ca

AWARE Programs

SURREY, CLOVERDALE, NEW WESTMINSTER, BURNABY

Board Member Application Package

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AWARE Society

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ABOUT AWARE SOCIETY and BOARD MEMBERSHIP

The AWARE Society is a highly innovative and creative community based non-profit organization with a volunteer Board of Directors. We provide employment services through offices in Burnaby, New Westminister, Surrey and Cloverdale.

MISSION STATEMENT

A.W.A.R.E. specializes in facilitating employment services responsive to individual and community needs. We are client focused and resourceful at Assisting With Awareness Regarding Employment.

OUR VISION

The AWARE Society works collaboratively to overcome barriers to employment in an ever-changing world.

Well recognized for finding creative solutions to developing and delivering highly innovative, flexible and effective programs and services, AWARE believes in contributing to the community and is very interested in collaborating with other agencies, service providers, and employers. We believe that AWARE's growth is sustainable and will be enhanced by linking to the expertise of the business, industry, education, legal, community, and social services sectors.

We invite you to consider bringing your knowledge and expertise to the Boardroom table and share the reciprocal benefits that community based organizations provides.



AWARE

Assisting With Awareness Regarding Employment

The Work We Do:

AWARE has been serving the community since 1976, and programming has evolved significantly since that time. Today, individuals attending our programs have access to a comprehensive continuum of workshops combined with individualized support. Depending on the individual client need, services and workshops include but are not limited to: career planning, employment search and wage subsidies. Our programs and services have also branched out to include an international project for youth.

AWARE's Board Recruitment Information

The AWARE Society is seeking community minded, committed individuals who are interested in helping to shape and support the Society with moving toward an exciting and sustainable future.

What's in it For You?

An opportunity to meet and work with other community and business minded people in the New Westminster, Surrey and Cloverdale areas; and an opportunity to contribute your expertise and knowledge, to learn and develop new skills, and to participate in organizational governance, policy and decision making.

Who Are We Looking For?

Individuals with a passion for supporting people seeking employment;

Who believe in the value of community based non-profit organizations;

Are innovative and appreciate new ways of doing things;

Like a challenge and are willing to share expertise and knowledge;

Are team oriented, interested in volunteering and meeting new people.

What is the Commitment?

The AWARE Society's Board meets monthly, the third Monday of each month at 10:30am. Each meeting lasts approximately an hour and a half.

Board Membership is for a three year term.

A Board Member Profile

The AWARE Society Board Members work to further the aims, objectives, goals and purpose of the Society.

Duties and Expectations of Directors are that they:

- Hold the best interest of the AWARE Society as first priority
- Attend regular board meetings and other important meeting
- Stay informed about organizational matters, prepare for meetings, and review and comment on minutes and reports
- Build a collegial working relationship with other members
- Contribute to the Board decision making process and take on committee work as required
- Practise open and honest communication
- Participate in Board and organizational planning
- Communicate issues and concerns to the Board chairperson
- Champion AWARE programming, and development activities

Committee Development

Future Committee Development to address specific matters, may be considered depending upon organizational and Board of Director need.

Typical committees that may be considered for development include but are not limited to:

Executive Committee

Board Member Nominating Committee

Finance Committee

Fund Development Committee

Applying for the Board

The AWARE Society Board of Directors is very pleased to accept your application for Board Membership. The Board is AWARE's foundation and to govern responsibly, we practise systematic recruitment. To that end, we ask that you answer the questions in the Application Form that follows and return the form to Aware via mail, fax, or email or in person.

Return Mail Information

Aware Society

Attention: C. Megan Brown
Executive Director

Fax: 604 502 8359

Telephone: 604 502 8355

Email mbrown@awaresociety.bc.ca

Should you have any questions during the completion of this form, please feel free to contact the Executive Director. If you have a resume, please attach.

C. Megan Brown
Executive Director

Part One – Board Member Application Form

Personal Contact Information

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Work (if applicable)

Company and Address: _____

Phone: _____ Fax: _____ Email: _____

1. How did you come to apply for a position on the AWARE Society's Board of Directors? If someone contacted you, please specify.
2. Please summarize your experience with and/or knowledge of AWARE.
3. Did you receive the Board Membership Recruitment Information Package? Do you have any questions or concerns about the information or serving on our Board?
4. Why do you want to be a Board member for AWARE?
5. Please outline your experience as a volunteer board or committee member. Please list one or two highlights from your experiences.
6. May we contact organizations and people where you have served on boards or committees previously to discuss your board/committee work? If yes, please identify the organization and a contact person with telephone number, if possible.
7. Do you have contacts, areas of influence or interests that could benefit the organization?
8. Is there anything you would rather not do as a board member?

Part Two – Board Member Application Form

What skills, talents, knowledge or experience are you willing to share with AWARE?
Please indicate your expertise by placing a checkmark in the appropriate column:

Skill Area	Very Experienced	Some Experience	Little or no Experience
Strategic planning, mission, vision			
Fund Development			
Board development (recruitment, training, evaluation)			
Program planning and evaluation			
Knowledge of client base in at least one program area			
Recruiting, hiring and evaluating personnel			
Conflict resolution, conflict management			
Financial management and control (budgeting, accounting)			
Communication, public and media relations			
Participation in interagency committees			
Law			
Organizational development			
Information technology			
Stakeholders relations			