



2020 BCLA BOARD APPLICATION

Please complete and return to the BCLA Nomination Committee at info@bclymph.org

Full Legal Name: _____

Name Usually Used: _____ Birthdate: _____

HOME:

Mailing Address: _____

Street Address (if different): _____

Phone: _____ Fax: _____ Cell: _____

Email: _____

BUSINESS INFORMATION:

Employed by: _____

Position: _____ Email: _____

Phone: _____ Fax: _____ Cell: _____

Please provide background on your interest in joining the BCLA Board of Directors.

| <i>Please indicate your experience in these areas:</i> | Very Experienced | Some Experience | Little or No Experience |
|--|-------------------------|------------------------|--------------------------------|
| Strategic Planning | | | |
| Fundraising | | | |
| Board Development (recruitment/training/evaluation) | | | |
| Program Planning & Evaluation | | | |
| Recruiting, Hiring & Evaluating Personnel | | | |
| Financial Management & Control (budgeting/accounting) | | | |
| Communication, Public & Media Relations | | | |
| Participation In Committees | | | |
| Public Speaking | | | |
| Organizational Development | | | |
| Information Technology | | | |
| Writing / Journalism | | | |
| Special events (planning & implementing) | | | |
| List other skills or knowledge that may be useful to our board: | | | |
| | | | |
| | | | |

For the items you checked as “very experienced” or “some experience”, please provide details.

EXCERPTS FROM BCLA CONSTITUTION & BYLAWS

1. DUTIES & RESPONSIBILITIES OF DIRECTORS

All Directors are expected to:

- a) Attend all general BCLA meetings, Board meetings, special meetings, and the Annual General Meeting.
- b) Advise the Chair in advance of non-attendance at any meeting.
- c) Support the work of the BC Lymphedema Association and the mandate of the Board.
- d) Acknowledge receipt of all communications from the President as outlined in each communication, and
- e) Carry out specific duties and responsibilities for their Board position, to the best of their ability, as outlined in these Bylaws and their Terms of Reference/Position Description.

2. TERM OF SERVICE

- a) A Director shall be elected at the Annual General Meeting, to a maximum of three (3) consecutive years (one term) and not more than two (2) consecutive terms.
- b) The term of office for the Directors of the Board shall begin immediately following the Annual General Meeting.

3. TERMINATION OF DIRECTORS

- a) Any Director may resign by delivering a written notice to the President. Resignation is effective on receipt of written notice.
- b) Non-attendance of Directors at more than three (3) consecutive Board meetings shall be deemed as resignation, unless such absence receives prior approval of the Chair.
- c) The Board may, at a Special Meeting of the Board called for such purposes, expel any director for the following reasons:
 - Failure to fulfill the duties and responsibilities as outlined in 3.1 DUTIES AND RESPONSIBILITIES OF DIRECTORS.
- d) Upon cessation of membership in the Board for whatsoever reason, the former Director or his or her estate is liable for any debts owing to the Board for BCLA at the date of cessation.

4. CONFLICT OF INTEREST

- a) All Directors are required to declare any and all conflicts of interest that may affect or be perceived to potentially affect their role as a BCLA Director.
- b) The declaration of the conflict of interest form will be in a format prescribed by the Board and must be signed annually as a condition of sitting on the Board.
- c) Failure or refusal to sign an annual declaration will be considered sufficient grounds for termination of the Director's position and s/he will be expected to resign from the Board within 30 calendar days.

5. BOARD OF DIRECTORS MEETING

- a) The Board shall meet a minimum of six (6) times each year at the call of the President.
- b) All Directors will be notified of Board meetings approximately fourteen (14) calendar days prior to the meeting date using approved communication means as described by these Bylaws.
- c) Location, time, and date of the Board meeting will be included in the agenda as issued by the President or Secretary. Every reasonable effort will be made to distribute the agenda to the Directors approximately seven (7) calendar days prior to the Board meeting.
- d) Failure to distribute the agenda or if a Director does not receive the agenda prior to the meeting does not result in cancellation or nullification of the Board meeting, nor does it excuse the Director from attendance.
- e) The President may cancel or reschedule a meeting if there is no quorum, or allow the meeting to proceed for the purpose of discussion only.
- f) Board meetings are not open to the public or general membership of the association.
- g) The President may invite individuals to attend at his/her discretion.

I, the undersigned, agree to have my name placed in front of the nomination committee for consideration for the role of Secretary of the BC Lymphedema Association. I understand that as part of the selection process, the information I have offered in this document will be seen by all current Directors of the BCLA Board.

I have read the above and agree that I have the time to meet the responsibilities of the role of Secretary.

Signature: _____

Date: _____

| <u>For Board Use Only:</u> | <u>Date</u> |
|---|--------------------|
| Personal meeting/conversation with a Board member | _____ |
| Application reviewed by Executive Committee | _____ |
| Attended a Board meeting | _____ |
| Interviewed by the Board | _____ |
| Action taken by the board - _____ | _____ |