

**BGC Whitecourt & District  
Board Member  
Application Package**



**Whitecourt & District**

## **Prospective Board Member Application**

BGC Whitecourt & District is a nonprofit organization serving the children, youth, and families of the Whitecourt community. Our mission is to provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships, and develop confidence and skills for life. We do this through engaging them as active members of the community, developing programs as needed, and further communicating and partnering with existing community programs.

The purpose of this application is to enable the current BGC Whitecourt & District Non-Profit Board to make appropriate choices of Board Members for service to the Club, children, youth, and families of the Whitecourt community.

Applicants interested in serving as a board member should first read and understand the expectations and rules of Board Membership, read and understand the Bylaws, and submit a completed application. The Governance Policy Manual with the Bylaws can be found on our website at [www.bgcwhitecourt.com](http://www.bgcwhitecourt.com).

Applicants may also submit references or letters of recommendation for consideration if they so choose. All correspondence should be sent to BGC Whitecourt & District, PO Box 2053, Whitecourt, AB, T7S 1P7.

BGC Whitecourt & District Board of Directors Expectations:

1. Support the Mission Statement of BGC Whitecourt & District.
2. Actively engage and recruit families to participate in BGC Whitecourt & District.
3. Work as a part of a cohesive team with common goals.
4. Share their skills and expertise.
5. Dedicate time to BGC Whitecourt & District board meetings.
6. Respect and support the majority decisions of the Board.
7. Volunteer and assist in BGC Whitecourt & District programs and activities, include fundraising efforts.
8. Participate actively in Board meetings, actions, fundraisers and public events.
9. Have no more than three (3) consecutive unexcused absences from board meetings and/or activities.
10. Represent all those whom this organization serves and not a particular geographic area or interest group.
11. Remain aware of the activities that are planned and make yourself available to participate.
12. Declare conflicts of interest as it pertains to your position on the Board and abstain from voting when appropriate.

13. Do your best to ensure that BGC Whitecourt & District is well-maintained, financially secure, growing, and always operating in the best interest of the families that we serve.

BGC Whitecourt & District Board of Director Rules:

1. There will be no criticizing of fellow Board members or their opinions in or out of the Board meetings.
2. There will be no use of the organization for personal advantage or that of friends or relatives.
3. There will be no discussion of the confidential proceedings of the Board outside of the Board meetings.

**\*\*\*If you are accepted as a BGC Whitecourt & District Board Member, you will be required to obtain and submit records of a full criminal background check as well as a child intervention check. \*\*\***

## Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Phone (work): \_\_\_\_\_ Email: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Current Occupation: \_\_\_\_\_

Please check all areas of interest, expertise, education, etc. that you feel you may contribute to BGC Whitecourt & District:

- |  |   |                                     |
|--|---|-------------------------------------|
| <input type="radio"/> Non-profit experience      | <input type="radio"/> Finance/ Accounting           | Marketing/ Public relations         |
| <input type="radio"/> Children/ youth programs   | <input type="radio"/> Personnel/ Human Resources    | <input type="radio"/> Grant writing |
| <input type="radio"/> Fundraising                | <input type="radio"/> Community services            | <input type="radio"/> Law/ Justice  |
| <input type="radio"/> Program evaluation         | <input type="radio"/> Policy development            | <input type="radio"/> Other: _____  |
| <input type="radio"/> Strategic planning         | <input type="radio"/> Social media/ Communications/ | <input type="radio"/> Other: _____  |
| <input type="radio"/> Graphic design/ Technology |   | <input type="radio"/> Other: _____  |

Board Member Application Package

Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious, and social).

<b>Organization</b>	<b>Role/ Title</b>	<b>Dates of Service (from – to)</b>
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What other volunteer commitments do you currently have?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What experience do you have working with children and youth?

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\_\_\_\_\_

\_\_\_\_\_

Why are you interested in serving as a Board member for BGC Whitecourt & District?

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Board Member Application Package

How do you feel BGC Whitecourt & District would benefit from your involvement on the Board?

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Please list any groups, organizations, or businesses that you could serve as a liaison on behalf of BGC Whitecourt & District:

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Please share any other information you feel important for consideration of your application to serve as a BGC Whitecourt & District Board member:

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Are you related to any employee of BGC Whitecourt & District? If yes, please explain:

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Board Member Application Package

Please review and respond to the following questions. Use a separate sheet as necessary.

- a) Are you aware of any information about yourself, which might tend to reflect unfavorably on your reputation, morals, character or ability as a board member for BGC Whitecourt & District?

Yes            No    (if yes and would like to explain, use a separate sheet of paper.)

- b) Have you ever been convicted of a crime (felony, drug-related, sex-related)?

Yes            No    (if yes and would like to explain, use a separate sheet of paper.)

Additional Information:

- a) Are you willing and able to attend board meetings (held once a month, for approximately 2 hours)?

Yes            No

- b) Are you willing to interact with parents, children, and fellow board members with professionalism and respect?

Yes            No

- c) Are you willing to uphold the responsibilities assigned to you?

Yes            No

**By signing below, I attest that the information I have provided is true and correct. Additionally, my signature represents my agreement to the following statements: I understand and agree to BGC Whitecourt & District's Board of Directors Expectations; I agree to participate pursuant to the Policies, Procedures and Bylaws of BGC Whitecourt & District's Board; and I understand that if conflicts prevent me from performing the rules and expectations as a Board Member, I may be removed from the Board by a majority vote.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*Please attach a current resume for review along with your application.**