

Statement of Interest for Potential Board Members

Welcome!

So, you are interested in serving on the Kingston Literacy (KL) board! To help you learn whether KL is a good fit for you, please fill out the following form and submit it by fax or mail it to Kingston Literacy, 859 Princess Street, Kingston, ON K7L 1G7.

Board members are elected at our Annual General Meeting (AGM) held in late June. When vacancies exist during the year they are filled on an interim basis until the next AGM. Nominations for the Board close three weeks before the AGM. New committee members are welcome at anytime!

1. Please state why you are interested in becoming a board member of Kingston Literacy.
2. Please outline, briefly, the skills, strengths and experience that you would bring to the board (or if you prefer, attach your resume).

3. Kingston Literacy's Board of Directors is a policy-making board. It is not a working board. This means that board members set policy and staff handle the day-to-day operations. Are you comfortable serving as a board member on this type of board?

Yes: _____

No: _____

Comments:

4. KL's Mission Statement is as follows: "Kingston Literacy furthers the growth and development of adult and family literacy in Kingston and neighbouring communities".

Do you see this as a valuable mission that you would commit to uphold and promote?

Yes: _____

No: _____

Comments:

5. Board Experience: Please list your past board and committee experiences.

6. Meetings: The KL board meets face-to-face eight to ten times each year from September to June, currently on the last Tuesday of each month. The committees generally meet monthly as well. Are you able to participate regularly in a schedule of this nature?

Yes _____

No _____

Comments:

7. Time commitment: The average time commitment for serving on the KL board amounts to approximately 6 hours per month. The majority of board and committee work is conducted on a monthly basis at our main site at 869 Princess Street. Are you able to make this time commitment?

Yes: _____

No: _____

Comments:

8. Board committees: KL board members serve on one board committee (fundraising, human resources, nominating, planning, public awareness). Which board committee(s) would you potentially be interested in serving on?

- Fundraising _____
- Human Resources: _____
- Nominations: _____
- Planning: _____
- Public Awareness: _____
- Bylaws / Policy: _____

9. Please provide two references who are aware of your relevant activities (e.g. Board or committee experience, professional expertise, training/education etc.).

Name	Address	Telephone Number
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Kingston Literacy's Privacy Policy: Kingston Literacy is committed to protecting the privacy of all individuals about or from whom we collect information.

10. Please consider this application:

for a position on the Board of Kingston Literacy . OR

only for a position on the _____ committee.

11. Please add in any other questions or comments:

Name_____ Phone number_____

Address_____ Email address_____

Please submit this form by fax to (613) 547-2024 or by mail to the address above. For additional information, please call Kingston Literacy at (613) 547-2012.