

Statement of Interest for Potential Board Members

Welcome!

So, you are interested in serving on the Kingston Literacy & Skills (KL&S) Board! To help you learn whether KL&S is a good fit for you, please fill out the following form and submit it by fax or mail it to Kingston Literacy & Skills, 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 & Skills.

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 & Skills' 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. Kingston Literacy & Skills' mission is to further "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 upholding and promoting?

Yes _____

No _____

Comments

5. Meetings: The KL&S 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. The average time commitment for serving on the KL&S Board and committees is 6 hours per month. The majority of board and committee work is conducted on a monthly basis usually at our main site at 859 Princess Street. Are you able to make this time commitment?

Yes _____

No _____

Comments:

7. Board committees: KL&S board members serve on at least one board committee. Which board committee(s) would you potentially be interested in serving on?

- Board Development _____
- Finance and Executive _____
- Human Resources _____
- Marketing _____
- Planning _____
- Volunteer Development _____
- Spelling Bee _____

8. 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	Email Address
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Kingston Literacy & Skills' Privacy Policy: "Kingston Literacy & Skills is committed to protecting the privacy of all individuals about or from whom we collect information."

9. Please consider this application:

- for a position on the Board of Kingston Literacy & Skills OR
 only for a position on the _____ committee

10. Please add in any other questions or comments:

Name_____ Phone number_____

Address_____ Email address_____

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