

For Prospective Board Members

As a prospective board member of the Alzheimer Society London and Middlesex, you may find it helpful to consider several key questions. Once these questions are answered, you will then be better informed to complete the application for a board position. To help clarify any questions you may have, the CEO and a board member can meet with you at your convenience.

To Ask Yourself:

- Do I believe in the Vision & Mission of the Alzheimer Society London and Middlesex?
- Do I believe I can contribute to the advancement of the mission of Alzheimer Society London and Middlesex
- Am I prepared to participate in fundraising and/or provide volunteer services as a board member?
- Am I willing to pledge financial support to the Society or Foundation?
- Do I have the time & resources to take on this commitment?

Active involvement with the Alzheimer Society of London and Middlesex will require a commitment of your time. As a guide, the regularly scheduled meetings of the Board are held six times per year normally on the 2nd Wednesday of the month, from 5:30 pm - 7:30 pm. There are no meetings in July and August. Committee meetings are held prior to the Board Meetings. The Committees are as follows:

Executive
Finance
Nominations & Governance (joint committee with ASLM)
Philanthropy (joint committee with ASLM)
Quality Care
Research
Community Profile
Human Resources Task Force
ASLM/ASiO Governance Task Force

Questions you may have:



Mission Statement:

We provide hope, relief and support as we partner with individuals & families throughout their journey with dementia.

Vision:

To be a recognized leader in dementia care & support and a primary point of contact for those at risk or affected by Alzheimer's disease and other dementias in London and Middlesex

Charitable #: 106705346RR0001

Alzheimer Society

LONDON AND MIDDLESEX™

435 Windermere Rd.
London, ON N5X 2T1
Phone: (519) 680-2404 Fax: (519) 680-2864
Email: info@alzheimersociety.ca

Application for Board Membership

Name: _____

Address: _____

Telephone: Res. _____ Business: _____

Cell Phone #: _____

Email: _____

In order to assist us in selecting Board Members who can best meet the present needs of our organization, would you please provide us with the following information:

1. Your reason for applying for Board membership:

2. Work or committee experience which has prepared you for joining the Board:

3. Please describe any personal experiences with those you know who are or have been affected by Alzheimer disease or related dementias:

4. It is important to have Board Members who are linked to many areas of the community. Please indicate below your connections to our community and what those connections are. How might you utilize these connections to support ASLM?

5. Please indicate the skills and expertise you can bring to the Board

Caregiver

Business/Corporate

Professional (Legal, Accounting, Physician)

Social Services

Professional Health Services – Community/Hospital

Media and Communications

Strategic Planning/Policy Development

Research

Fundraising

Board Governance

Other

6. Are you prepared to participate in fundraising activities and events at ASLM? Y N

7. Are you prepared to make a personal gift at a level that is meaningful to you? Y N

*FYI *Gifts of \$1000 or more will be recognized as part of our Major Gift program.*

8. Please attach a copy of your resume with this application.

9. Please provide us with the names of two references whom we can contact:

a) Name: _____

Position: _____

Telephone: _____

Relationship: _____

b) Name: _____

Position: _____

Telephone: _____

Relationship: _____

Applicants Signature: _____
Address: _____
Email: _____
Phone #: _____
Cell #: _____

Date: _____

Job Description – Board of Directors

Position Title:

Director, Alzheimer Society of London and Middlesex

Duties and Responsibilities:

In agreeing to take on this very important role, the organization expects that Board members will:

- ❑ Attend and participate in Board meetings (6 meetings per year), and sit on at least one committee of the Board and its relevant meetings
- ❑ Serve at least 1 3-year term with option to renew for a second 3-year term
- ❑ Come to meetings prepared to listen, question, debate and be prepared to change a point of view if the evidence suggests change is in order
- ❑ Act as a champion on behalf of the Society to advocate, educate and inform the community at large about the role and work of the Society
- ❑ Stay informed about issues related to Alzheimer disease and other dementias, i.e. National policy, research, trends and treatments, etc.
- ❑ Support efforts to enhance the Board's effectiveness by participating in training, social activities and other planned events
- ❑ Participate in the work of standing committees, task forces or ad hoc groups as agreed

The Board Member and the Law:

Every Board member must:

- ❑ Follow the by-laws and policies.
- ❑ Avoid situations of conflict of interest or personal gain
- ❑ Follow proper procedure
- ❑ Question procedures when in doubt
- ❑ Operate in the best interests of the organization

Skills, Knowledge and Attitudes:

The ASLM Board is a skills based board. As such, every Board member must have or be willing to develop:

- ❑ The ability to Chair meetings and work well with groups
- ❑ A knowledge of community resources
- ❑ An understanding of Alzheimer disease and other dementias and their impact on the person and his/her family

- Excellent problem solving and communication skills
- The ability to work cooperatively with all levels of the organization

Time Commitment Required:

Directors are expected to attend regular Board meetings. A willingness to join subcommittees and support fundraising initiatives, Society events and other planned events is also expected.

Confidentiality Guidelines

Every director of a not-for-profit organization has the duty to keep confidential, information which has been acquired in circumstances where confidentiality was understood. Breach of this confidentiality occurs when this information is used in an unauthorized manner by the director causing harm to the person confiding the information.

By necessity, volunteers become part of an enormous and continuous exchange of information about the many facets of the not-for-profit organization. In this role, directors become privy to such things as salaries and benefits paid to staff, financial information about the agency and personal information which may relate to other directors, staff or the people which the agency serves.

The ethical responsibility of confidentiality refers to the obligation of a director or volunteer of a not-for-profit agency to keep secret any and all information which is given with the confidence and trust that it will remain private.

Confidential information must be treated with respect and it can only be used within the context authorized by the individual giving the information. If you are uncertain about sharing information, decline the request for information and speak with the Chair of the Board or the Executive Director.