



WELCOME and thank you for considering joining the Board of Directors of Community Connections Society of Southeast BC (CCS).

Community Connections is a multi-faceted organization, overseeing a variety of programs focused on children and families, women, seniors, and the vulnerable population in Cranbrook, Kimberley and the East Kootenay region. We have dedicated, highly-skilled staff who go above and beyond when it comes to helping and caring for people.

As a Board we read, listen, learn, discuss, monitor, share, and make decisions based on accumulated knowledge about the society and its programs, always considering what's best for the individuals that Community Connections serves. Continued capacity building, strategic development, sustainability, marketing/awareness, and collaboration (internal and external) constitute the primary focus of the Board of Directors, along with the Executive team and staff. As a governing board, carrying out operational duties of the Society is not part of our role.

Past and current CCS Board members have found serving on the Board an extremely rewarding experience. Below we have provided other documents to help you as you consider getting involved in this valuable community organization! For additional information including program offerings, leadership and annual reports, see [ccscranbrook.ca](http://ccscranbrook.ca).

Susan Vollmer (Chair)

Rachel Freitag (Co-chair)



## BOARD OF DIRECTORS APPLICANT INFORMATION

### BOARD STRUCTURE

- i. To be eligible for appointment, a person must be a resident of the East Kootenay
- ii. A Criminal Record check is required for any new Board member
- iii. The Director cannot be an employee of CCS
- iv. Board Chair and Vice Chair are appointed by the Board of Directors
- v. Each Director is assigned to a minimum of one Standing Committee
- vi. A Director's term of office is 2 years

### ROLE OF BOARD MEMBERS:

- i. Participation by preparing for Board meetings, attending regularly scheduled Board meetings, serving on Standing Committees, supporting CCS events, and participating in Board workshops
- ii. Advocate for the CCS in appropriate public and private venues
- iii. Treat colleagues and CCS staff with respect and thoughtfulness

### MORE INFORMATION:

- [ccscranbrook.ca/about-us](http://ccscranbrook.ca/about-us)
- [ccscranbrook.ca/documents](http://ccscranbrook.ca/documents)

### SELECTION PROCESS

#### A. Application:

- Call for applications to fill Board Vacancies
- Applicants review information package
- Applicants complete and submit application form (below)

#### B. Selection:



## Community Connections

*Community Connections Society of Southeast BC*

- Selection Committee reviews current Board composition to establish priorities.
- Candidates are evaluated through an interview
- References are checked and input sought from Board of Directors and CCS Executive Director.
- Recommendations for new Directors are sent to the Board.

### C. Approval:

- Board selects and approves new Directors
- Orientation and tour of CCS departments/programs with Board Chair and CCS Executive Director
- New Directors commence their role at next scheduled meeting



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Community Connections Society of Southeast BC

## CCS BOARD OF DIRECTORS APPLICATION FORM

Complete the following form to apply for a CCS Board of Directors position. Attach a cover letter and any other related information supporting your application.

Name of Applicant

Address

Email

Phone Number

Do you reside in the East Kootenay?

Why are you seeking a position on the CCS Board of Directors?

List past community Committee or Board experience, position held and time served.



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Provide a brief employment history.

Additional relevant information or comments

Personal Information contained on this form is collected in accordance with the Freedom of Information and Privacy Act and will be used only for the purpose of processing the application.

Signature

Date

Note: Should your application be approved for consideration, you will be asked to provide the names of two references, and to pass a Criminal Record check.

The Board of Directors thanks you for your interest and looks forward to seeing you at our Board meetings and events.