

Board Member Application

REDI Enterprises Society
Attention: Nominating Committee
860 Allowance Ave. SE
Medicine Hat, AB T1A 7S6

Thank you for your interest in joining REDI Enterprises Society. Please review the documents provided for the Board Application process and complete this application to be considered for membership to the Board of REDI. Attach a separate document if more space is required.

Name: _____

Telephone: _____ Email: _____

Mailing Address: _____ City: _____ PC: _____

Why are you interested in joining our organization?

What skill or strength of yours do you think would benefit our organization?

Have you served in other volunteer positions? Yes No

If so, please list:

Have you served on other nonprofit organization Boards? Yes No

If so, please list them and any offices you held:

- The REDI Board meets once a month, most months, on the first or second Tuesday at 5:30 pm. The Board only meets on an as needed basis during July and August. Do you see any scheduling problem that might affect your attendance?
- A Criminal Record Check is required for successful candidates.
- Please attach your biography.
- Please attach a Curriculum vitae (CV).

For Board Use Only

- Nominee was referred by: _____
- Nominee's application was reviewed by the Nominating Committee. Date: _____
- Nominee was interviewed by the Committee. Date: _____
- Nominee information was presented to Board. Date: _____
- Action taken by Board: _____
- Nominee is contacted by the Committee: _____
- Criminal Record Check received. Date: _____

e-mail your completed application to nominatingcommittee@redi.ca, or submit a hard copy in a sealed envelope to protect your confidentiality to REDI Enterprises Society, at the address noted above. Once your application is received, it will be reviewed by the Nomination Committee, and you will be contacted within 1 month to determine next steps. All Board candidates will be contacted regardless of whether the REDI Board will be inviting them to join the Board at this time. Please remember there are only a maximum of 12 positions available on the Board and selection is based on ensuring a good mix of skills and backgrounds to ensure a well-rounded board that the Board believes can best serve the needs of REDI clients.



REDI Enterprises Society Board of Directors FAQ for Prospective Directors

Who is entitled to stand for election to the REDI Board of Directors?

- 18 years of age or older.
- Employees are not eligible to stand for election.

What skills should candidates possess?

- Strong communication skills.
- Collaborative decision-making skills.
- Effective leadership skills.
- Good time management skills to ensure appropriate preparation for meetings and discussions.
- The Board also assesses its collective expertise across a wide variety of governance competencies.
- Reasonable technology skills.

How long is the term of office?

- Directors serve a three-year term with the option to stand for re-election for another 2, three-year term(s) if desired. The election takes place at the Annual General Meeting in September.

What is the time commitment?

- Board Orientation
- Board Meetings; approximately 9 meetings per year.
- Total commitment: an average of 5 hours per month, including meeting preparation.
- Note: participation on committees may increase this time commitment.

Are Directors required to also serve on a committee?

- Directors are required to serve on a minimum of one committee.

Where do meetings take place?

- Board meetings usually take place at REDI Enterprises in the Flight Deck room with options for online participation.

Do Directors receive compensation for Board work?

- There is no financial compensation for Directors or committee members.
- Meals may be provided in the course of Board meetings and committee meetings.

What are the expectations of Board members?

- Complete required pre-reading in advance of meetings.
- Regular attendance at prearranged meetings.
- Active participation in Board and committee meetings.
- A willingness to accept fiduciary responsibility.
- Regular electronic communication with other Board members.
- Participation in annual strategic planning sessions arranged by the Board of REDI.



- Participation in occasional Board development opportunities that may be available through REDI.

Are meetings mandatory?

- Regular attendance is a requirement of the by-laws.
- In the occasional situation where a Board member is absent from a Board meeting, the Board member is still liable for decisions made by the Board at that time. On occasion a Board member is not able to be physically present for the Board meeting a conference call may be arranged if deemed necessary by the Board.

What is the composition of the Board of Directors?

- Officers: Chair, Vice Chair, Second Vice Chair, Secretary-Treasurer, Executive Director*
- Directors: up to 12 elected at the Annual General Meeting or appointed by the Board as per by-laws.

** Ex-officio/non-voting*

The legal duties seem overwhelming. Is there protection for Directors?

- The organization has Directors and Officers (D&O) and Errors and Omissions (E & O) liability insurance.
- Board Development and/or resources in understanding the legal responsibilities of participating in a board are covered in the Board orientation and additional resources or training are available as needed.

I'm not sure I have the competencies for this Board... should I still apply?

- When considering the competencies that you can bring to the table, consider your personal and professional life. Often, we may have developed a core competency in our personal lives even though it was not part of your job responsibilities at work or learned in school (e.g. sports team, etc.).
- All are encouraged to apply.

Is Training Provided?

- A Board orientation session will be held as needed. During this session, new Directors are provided with a Board Handbook which acts as a reference document outlining key terms, processes, governance structure and more.
- A tour of all REDI facilities is provided.
- Board Development opportunities arise on a regular basis.
- The President, Nominating committee and Executive Director are here to guide you and help you develop as a director.

Who do I submit my Application Form to?

- Please submit your application:
 - In person to:

Attention: Nominating Committee
REDI Enterprises Society
860 Allowance Ave. SE
Medicine Hat, AB
T1A 7S6



Drop it off at REDI and the Executive Assistant will forward it to our Board of Directors.

- By Fax:
 - Fax your completed, signed application to 403.529.0462, Attention: Nominating Committee.
- By Email:

Print and sign your application form. Then scan it in and email to takeflight@redi.ca.

What are the next steps?

- The Nominating Committee will contact you once the application has been reviewed.

Are there any other requirements?

- Nominees and new committee members will be asked to submit a short biography.
- Criminal Record Checks are required for successful candidates.

Thank you for your consideration. We hope to receive your application to join REDI's Board soon.