



Board Director Candidate Application package

Instructions for completing this package

Welcome! And thank you for considering a position on SCIO's Board of Directors.

Your application must include the following:

- General Information
- Attestation of SCIO's Board Member Attributes
- Self-Assessment of Director Competencies
- How SCIO would benefit from your participation on the Board
- Brief summary of your experience with other voluntary or community organizations.
- Summary skills or competencies (volunteer or professional) that would contribute to the effective leadership and governance of SCIO.
- Brief summary of any previous experience with SCIO

Submit the completed application no later than March 6 to lynn.francis@sciontario.org

General Information

| | |
|----------------|---|
| Name: | |
| Address: | |
| Email Address: | |
| Telephone | Please indicate preferred contact number |
| | <input type="checkbox"/> Business number |
| | <input type="checkbox"/> Residence number |
| | <input type="checkbox"/> Cell number |

Attestation of SCIO's Board Member Attributes

| SCIO Board Member Attributes | Indicate Yes or No beside each question | Description |
|--|---|--|
| Integrity, Ethics & Confidentiality | | Do you demonstrate integrity, high ethical standards and respect for privacy and confidentiality? |
| Business Acumen | | Can you recognize and assess business risks and strategic opportunities? |
| Governance/Board experience | | Do you have experience serving on boards, committees or organizations? |
| Communication Skills | | Do you have strong verbal and written communications skills? |
| Experience in formulating policy | | |
| Experience in thinking strategically | | |
| Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report | | |
| Conflict of Interest | | Are you currently a client of SCIO? Are you able to take all steps to avoid activities, behaviours or relationships that would constitute a conflict of interest? |
| Respectful Conduct | | Are you able to work collaboratively and respectfully with fellow Board members? |
| Availability to fulfill responsibilities on Board and committee | | Do you have sufficient time, interest and availability to devote to performing the duties of Director as described in the SCIO Director Job Description? |
| | | Are you willing and interested in serving on at least one Board Committee? |

Self-Assessment of Board Competencies

Please Read Before Completing the Matrix

- The matrix is used by the Governance & Nominations Committee to ensure that the overall Board composition reflects the knowledge, experience, background and perspectives required to meet the Board's fiduciary obligations, help lead SCIO to achieving its mission, vision and values and deliver the highest quality programs and services to our clients and families.
- In addition, the Committee also seeks out attributes in Directors that help to build a healthy Board culture. These include trust and respect; independence and integrity; openness and transparency; accountability.
- ***Questions under the "Demographic" category reflect our commitment to valuing diversity and creating a culture of inclusion. Responding to these questions is optional but strongly preferred.***
- The completed matrix is a confidential document for the use of the Governance Committee exclusively.

Instructions: We ask that all Directors and prospective Directors fill out the matrix. In providing answers, do not hesitate to elaborate in the space provided. If you have any questions please contact Lynn Francis, Executive Assistant - lynn.francis@sciontario.org

| | Definition | Significant Experience (Formal Certification or demonstrated knowledge) | Intermediate Experience (Above average knowledge) | Basic (General or modest knowledge) |
|---|--|---|---|---|
| Executive Leadership & Organizational Management | | | | |
| Executive Management | Experience in organizational leadership and business matters of a complex organization e.g. strategy, financial literacy, compensation and performance, operations, enterprise risk management, transformation | | | |
| Innovation | Experience of innovation and/or commercialization and developing new revenue streams | | | |
| Communications & Public Affairs | Experience with communications, public affairs, marketing, government relations and/or advocacy. Understanding of communications, community engagement, issues management and marketing. | | | |
| Digital and Data | Understanding of the impact, use, application and associated risks of technology and data. | | | |
| Fundraising & Marketing | Demonstrated experience in marketing and raising funds for a charitable purpose. | | | |
| Governance Leadership | Demonstrated experience of governance practices and Board leadership, i.e. Board Chair, Board Committee Chair | | | |
| | Have taken the Institute of Corp. Directors Not-for-Profit Governance Course | Yes | No | |
| | Do you have a preference as to which Committee you would like to sit on? | Finance | Marketing/ Fundraising | Governance |
| | | | | Quality Advocacy |

| | Definition | Significant Experience | Intermediate Experience | Basic |
|---|---|-------------------------------|--------------------------------|---|
| Professional Qualifications & Experience | | | | |
| Audit/Accounting | CPA designation, significant experience to be able to effectively provide the governance oversight of the audit function of the Finance & Audit Committee; expert knowledge of financial statements | | | |
| Investment | Demonstrated understanding of strategic asset management, return and risk, within the context of the overall strategic financial objectives of the organization. | | | |
| Legal | Understanding of the legal affairs present in activities of the organization. Willingness to provide advice to the Board and management. Ideally, a member of the Bar of Ontario. | | | |
| Human Resources | Understanding of the Ontario Employment Standards Act, human resources practices and procedures, compensation, pension and benefits, health, and safety | | | |
| Equity, Diversity, Inclusion | Demonstrated knowledge and understanding of the concepts of EDI. | | | |
| Quality, Safety & Performance | Demonstrated understanding of the concepts related to improvement, monitoring and evaluation of quality, safety initiatives and overall performance in healthcare and/or other industries. | | | |
| Life Experience | | | | |
| Experience of or living with spinal cord injury | The Board of Directors seeks a balance of individuals with lived experience of a SCI to ensure we are able to effectively support our community | Self | Parent or Caregiver | Sibling/Other In professional capacity |

| | | |
|--|--|------------------------------|
| Community Links, Involvement, Profile, Reach, Advocacy | Demonstrated profile and reputation to support SCIO in building its reputation and being able to reach public policy makers at all levels, foundations and funders. Experience building and sustaining connections into diverse communities. | Indicate relevant experience |
|--|--|------------------------------|

Demographic Information – Not mandatory but the collection of this data helps the organization to identify diversity gaps.

| | | | | |
|---------------------------------|--|---|---------|----------|
| Gender Identity | | Indicate identity/identities | | |
| Age | | 25 - 40 | 40 – 60 | Over 60 |
| Sexual Orientation | | Indicate orientation/orientations | | |
| Race, Cultural, Ethnic Identity | Self identifies as being part of a specific population classified by heritage, geographic ancestry, physical appearance, ethnicity or place of birth | Indicate identity/identities | | |
| Indigeneity | Self identifies as belonging to First Nation, Metis, Inuit and/or indigenous group | Indicate identity/identities | | |
| Language | Ability to communicate in a language other than English | Please indicate – spoken/written; proficiency | | |
| Socio-economic status | Self-identifies as having lived experience of low-income or socio-economic disadvantage | Yes | No | Comment: |

Résumé of your experience and qualifications

Please describe how SCIO would benefit from your participation on our Board.

Attach a current résumé indicating your employment history, previous board directorships, relevant certifications, key accomplishments, etc.