



## **Board of Directors Membership – Application to Nominating Committee**

### **Overview**

The SEESA Board of Directors governs the overall execution of the organization's mission. Principally, the Board manages organizational governance policy and finances and sets long term strategic priorities for sustainability and growth. Additionally, the Board oversees the Executive Director, who is responsible for day-to-day management of the organization. Overall, the members of the Board contribute the educational, management, and financial factors needed to ensure long term organizational stability and ensure year-to-year excellence for SEESA's mission.

The Board of Directors has up to 13 voting members. Terms are for two years.

The Nominating Committee actively recruits new board members for approval by the Board and the membership at the Annual General Meeting in March. We welcome individual applicants with suitable skills and experience to help us grow our services in this community.

### **Time Commitment & Expectations**

Board members are expected to contribute to the organization by:

- Attending and actively participating in all Board and committee meetings,
- Attending and/or volunteering at SEESA events from time to time,
- Attending the Annual General Meeting,
- Maintaining active membership status during their term.

The Board meetings are on a set schedule of approximately ten meeting per year from 9:00 to 11:00 am (excluding summer break). Meetings take place in-person at SEESA and may also be attended virtually. Board work is supported by Board committees which focus on governance, finance, and nominations.

As with any Board, members will be solicited for a cash donation; 100% participation is sought; the amount is optional but we ask that board members consider giving at a leadership level.

## **Process for Submitting Application**

Please email or call Della Paradis, Nominating Committee chair with any questions or to discuss opportunities. Email [della.paradis@telus.net](mailto:della.paradis@telus.net) or Cell 780.940.1874.

In the form of a letter, please provide information/brief answers to the following questions.

- Name, mailing address, best phone number to contact you at, email address.
- What motivates you to become a board member for SEESA?
- Briefly describe your background and relevant experience; a current resume may be included with your letter.
- Outline the specific skills you bring or contributions you hope to make to this board.
- Describe your current and/or past experience serving on a board or volunteering with another organization(s).
- Provide the name, relationship and contact information for two references.

### Submit letter to:

Attention: Nominating Committee – Confidential  
c/o SEESA Front Desk, 9350 – 82 St NW, Edmonton, AB T6C 2X8 or  
via email to [info@seesa.ca](mailto:info@seesa.ca)

A representative of the Nomination Committee will contact the applicant to verify interest and to offer a time for an interview. The nominating committee recommends potential candidates to the board as a whole and moves the candidacy forward to the SEESA membership for final approval at the AGM.