**Board of Directors Nomination Form 2018-19**

Thank you for your interest in being nominated for election to the Communicaid for Hearing Impaired Persons (CHIP) Board of Directors for 2018-19. Please read this document in full and refer to CHIP’s website <https://hearhear.org> before submitting your candidature.

CHIP is a non-profit, registered charitable organization that has been serving people with hearing loss for almost 40 years; its mission is to provide continuing programmes, services and support to those affected by hearing loss. As an anglophone, grassroot, volunteer-run organization CHIP serves its members, their families and the community. The vast majority of our volunteers, instructors and board members are people who are living with hearing loss.

**Why become a CHIP Director?**

1. You would like to give your time to a grassroots non profit organization.
2. You are affected or have been affected by hearing loss.
3. You believe and support our mission and vision.
4. You have 8-12 hours a month to dedicate and support the CHIP Board of Directors.
5. You can contribute to the management of the organization with skills and expertise, such as human resources, legal, marketing, financial, fundraising, organizational governance, or strategic planning.
6. You have experience in a hearing health professional field.

**What is the process to become a CHIP Board Member?**

1. Contact CHIP before May 1, 2018 to express their interest in being on the Board.
2. Complete this form and return it back to CHIP as soon as possible but no later than **May 1, 2018 at 4pm.**
3. A CHIP board member will contact you to discuss and answer any questions you may have about your potential involvement.
4. Submit a written statement (see details below) before May 1, 2018. This statement will go before the CHIP membership at the AGM. Please ensure your statement only contains information you are willing to share publicly.
5. Attend CHIP’s AGM on **May 30, 2018, from 5:30- 8:00 p.m.** where you will *briefly* present your candidature.
6. CHIP members will vote and elect its new board members at the AGM.
7. All board members must have a current CHIP membership.

**Who are we looking for to be on the CHIP Board?**

Previous board experience is desirable but not essential.

**Essential requirements:**

1. Basic computer skills; CHIP uses the Google platform
2. Affected by hearing loss
3. Ability to work within a collaborative team setting
4. Passion, leadership and a sense
5. Evening availability for meetings (travel arrangements can be made for you)

**Additional assets desired:**

1. Experience with the management of a non profit organization
2. Experience related to finance, funding, development and human resources
3. Experience with policy development
4. Connectections to the hearing loss network/s
5. Experience with grant writing
6. Experience with project development
7. Experience in a related sectors (e.g. education, health)

CHIP values diversity and inclusion. We encourage nominations from individuals from disadvantaged groups.

**What is the role of a CHIP Board director and what is the commitment required?**

1. Manage and oversight to ensure accountability to CHIP’s mission and vision
2. Prepare for meetings - reading materials, reviewing document, and completing paperwork
3. Participate in a 2-3 hour Board meeting every 4 weeks; up to 12 evening board meetings per year
4. Participate in semi-annual retreats and training sessions
5. Be available to participate in one of CHIP’s Standing Committees. (2-6 hours month)
6. Assist CHIP in broadening its membership and increasing its visibility in the community
7. Time commitment of approximately 8-12 hours of board work per month ( includes standing committee work)
8. A minimum 2-year term commitment

**Basic Information:**

|  |  |
| --- | --- |
| First name: | Last Name: |
|  |  |

CHIP strives to create a team that is inclusive and representative of the diversity of the people that make up our communities. If you choose to self-identify as being a member of any traditionally disadvantaged groups, please indicate which group(s) you consider yourself to be a member of:

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| --- |
|  |

**B. CONTACT INFORMATION:**

Mailing address:

|  |  |
| --- | --- |
| Number and street |  |
| Apt# |  |
| City, Province |  |
| Postal Code |  |

Phone Number (include area code):

|  |  |
| --- | --- |
| Work |  |
| Home |  |
| Cell |  |

Email Address:

|  |
| --- |
|  |

**C. YOUR WRITTEN STATEMENT (300-500 WORDS MAXIMUM)**

This statement will be given to the CHIP membership at the AGM and will be posted on the CHIP website. Make sure your statement only contains information you are willing to share publicly. You can provide additional details in your presentation at the AGM.

Your statement may be written in English or in French or in a combination of both languages.

**Please answer the questions below:**

* **Who are you?**
* **What is your motivation for becoming a CHIP Board member?**
* **What specific skills and experience will you bring to CHIP?**

Thank you for taking the time to write to us. If you have any further question please contact Rafeef Dajani at rafeefdajani@hearhear.org or Heidy Wager at heidywager@hearhear.org or 514-488-5552 ext 4500