

Board of Directors Nomination **Requirements, Role, Commitment, and Nomination Process**

Thank you for your interest in being nominated for election to Hear Québec's Board of Directors. Please read this document in full and refer to Hear Québec's website <https://hearhear.org> before submitting your candidature. If you have any further questions please contact us at info@hearhear.org or 514-488-5552 ext 4500.

Hear Québec is a non-profit, registered charitable organization that has been serving people with hearing loss for over 40 years. As an anglophone, grassroots organization, Hear Québec serves its members, their families and the community. The majority of our staff, volunteers, instructors, and board members are people who are living with hearing loss.

Why become a Hear Québec Director?

- ✓ You would like to give your time to a grassroots non-profit organization.
- ✓ You are affected or have been affected by hearing loss, or have experience as a hearing health care professional.
- ✓ You believe and support our mission and vision.
- ✓ You have 8-12 hours a month to dedicate and support the Hear Québec's Board of Directors.
- ✓ You are a strategic minded upstanding member of your community with proven leadership skills and can contribute to the Board's overall responsibility of oversight to ensure the mission and values are upheld.
- ✓ You have expertise in areas such as human resources, legal, marketing, finance, fundraising, communications, program development, governance, or strategic planning.

What is the process to become a Hear Québec Board Member?

1. Contact info@hearhear.org as soon as possible to express your interest in being on the Board.
2. Hear Québec's Nomination Committee will contact you to discuss your candidature, potentially requiring further documentation and answering any of your questions.
3. You must be a member of the organization to be on the board. Complete this form and the Volunteer form. Please also attach your CV and cover letter, and return them to Hear Québec as soon as possible but no later than one month prior to the AGM in May/June. If selected to be presented on the nomination sheet at the AGM, a short written statement about yourself and your interest being on the board will be required and presented at the AGM. **Please ensure your statement only contains information you are willing to share publicly.**
4. All board members must have a current Hear Québec membership at least 14 days prior to the AGM.

5. Attend Hear Québec's AGM where you will *briefly* present your candidature.
6. Hear Québec members will vote and elect their new board members at the AGM.

Desired skill sets, experience, and attributes for nomination to the Hear Québec Board?

Essential requirements:

1. Basic computer skills: Hear Québec uses Google Workspace
2. Hard of hearing or otherwise affected by hearing loss or having relevant experience in hearing health services
3. Ability to work within a collaborative team setting
4. Passion, leadership, and a sense of community engagement
5. Availability for evening meetings and the occasional weekend
6. Strong communication skills (both oral and written) in English, French is an asset

Desired but not essential:

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. Connections to the hearing loss network/s
5. Experience with grant writing
6. Experience with project development
7. Experience in a related sector (e.g. education, health)
8. Previous board experience

Hear Québec values diversity and inclusion. We encourage nominations from individuals from all groups.

The role of a Hear Québec Board Director and commitment required:

1. Oversight to ensure accountability to Hear Québec's mission and vision
2. Prepare for meetings - reading materials, reviewing documents, and completing paperwork
3. Be prepared and engaged to participate in a 2-3 hour Board meeting every 4 weeks; up to 12 evening board meetings per year
4. Be prepared and engaged to participate in semi-annual retreats and training sessions
5. Directors are encouraged to participate on Standing Committees. (2-6 hours/month)
6. Assist Hear Québec 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

Board of Directors Nomination Form

A. BASIC INFORMATION

First Name:

Last Name:

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Hear Québec 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:

Civic Number and Street Name	
Apt #	
City, Province	
Postal Code	

Email/Phone Number *(please check off what is the best method of communication for you):*

Work		<input type="checkbox"/>
Home		<input type="checkbox"/>
Cell		<input type="checkbox"/>
Email Address		<input type="checkbox"/>

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

This statement will be given to the Hear Québec membership at the AGM and will be posted on the Hear Québec website. Make sure your statement **only contains information you are willing to share publicly**. Please provide us with a profile picture, 5-7 line bio, and sign a [consent form](#). Your statement may be written in English or in French or in a combination of both languages. It should specifically include:

- **Who you are**
- **Your motivation for becoming a Board Member**

- **Specific skills and experience you will bring to Hear Québec**