

BOARD OF DIRECTORS

MEMBER CRITERIA & APPLICATION FORM

The nominating committee will review the following factors when considering applicants for possible nomination as executive member representatives on the CODA board of directors.

Board Core Competencies

1. Governance

- 1.1. Demonstrates an understanding of the distinction between governance and management and acts appropriately in a governance role.
- 1.2. Shows a good appreciation of the Association's mission and strategic plan, is able to evaluate and provide insight into strategic direction.
- 1.3. Contributes to the achievement of the Association's objectives by effectively applying knowledge, experience and expertise to the issues confronting the Association.
- 1.4. Provides insights into board effectiveness and identifies opportunities to enhance board application of governance models and theoretical frameworks.

2. Knowledge and Judgment

- 2.1. Demonstrates adequate knowledge of the profession to understand and question the assumptions upon which the Association's business plans are based.
- 2.2. Demonstrates sufficient knowledge of financial matters to judge financial indicators of the Association's performance.
- 2.3. Appropriately questions data and information presented to the board for its deliberations.
- 2.4. Demonstrates an ability to identify the costs, benefits and risk implications of board decisions.

3. Participation and Preparation

- 3.1. Evidences diligent preparation for meetings (is prepared, knows material and actively participates).
- 3.2. Arrives on time, is attentive and present for the duration of all meetings.
- 3.3. Available when needed, accessible and approachable.
- 3.4. Accepts and volunteers for tasks and related work that furthers the strategic direction of the Association.

4. Communication

- 4.1. Respects the confidentiality of the Association's business information and the deliberations of the board.
- 4.2. Contributes meaningfully and knowledgeably to board discussions, providing valuable input and advice to management.
- 4.3. Expresses views frankly and openly in board meetings.
- 4.4. Listens to, respects and encourages the expression of opinions by other board members.

5. Teamwork

- 5.1. Demonstrates a high standard of personal values and ethics and expects ethical behaviour from members of the Association.
- 5.2. Interacts well with other board members, staff and membership as appropriate.

- 5.3. Shows sensitivity to complex relationships that exist among governments, the Association, special interest groups, the board chair and executive director.
- 5.4. Understands the importance of solidarity in board decisions, even though the director may not agree with the decision taken.

6. Fundraising

- 6.1. Makes a personal donation to the association.
- 6.2. Provides at least one 'warm lead' to a major donor per year.
- 6.3. Understands the principles of philanthropy and applies them to all fundraising efforts of the Association.

7. Overall Board Performance

- 7.1. Makes a positive contribution to the long-term viability of the Association as a professional association and to the succession of the board.
- 7.2. Demonstrates an ability to assist the board in meeting the strategic objectives of the Association.
- 7.3. Contributes to consensus-building and decision-making by consensus.
- 7.4. Shows an understanding of, and willingness to respond to members' needs.
- 7.5. Contributes to the overall effectiveness of the mission and preferred future of the Association.

Board of Directors Volunteer Application Form

APPLICANT NAME: _____

FULL MAILING ADDRESS: _____

YEARS OF EXPERIENCE IN NOT- FOR-PROFIT SECTOR: _____

COMPANY NAME : _____

POSTION & DEPT.: _____

DO YOU HAVE EMPLOYER SUPPORT FOR THIS VOLUNTEER POSITION? _____

IF YES, PLEASE EXPLAIN: _____

PHONE: _____ FAX: _____ E-MAIL: _____

APPLICANT SIGNATURE: _____ DATE : _____

Applicants must attach a typed 200 – 250 word outline that provides the Nominating Committee with an overview of their experience and qualifications in relation to the above criteria.

Completed application packages must be received at CODA by Tuesday, September 30th, 2008 to the attention:

ATTN: 2008 Nominating Committee
Council on Drug Abuse
111 Peter Street, Suite 505, Toronto, Ontario M5V 2H1
Fax: (416) 763-5343
E-mail: info@drugabuse.ca