



Kin Canada
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National Board of Directors Job Description and Application

Vision

The office of National Director representing Kin Canada is one of great responsibility. As a member of this Board, the Directors endeavour to forward the Vision and Strategic Plan of Kin Canada with the ultimate goal of building strong Clubs and strong Leaders for a strong Association in order to foster Strong, Healthy, and Engaged Canadian Communities. We achieve this through our core value system of Excellence, Integrity, Accountability, Compassion, Pride, Fellowship and Inclusiveness.

Responsibilities

As a member of the board you will be responsible for the long term strategic planning of the Association while acting in the best interests of the members and the communities we serve. As a member of the board you must fulfill the legal duties of a not-for-profit director.

Qualifications

As a board member you must be in good standing from a Club in good standing, and the following skills are mandatory:

- Personal integrity, trustworthy and strong ethics
- Familiar with Policy based Governance Model
- Ability to make informed decisions on important issues, basing decisions on sound principles and common sense
- Able to ask tough questions and to voice opinions
- Excellent networking, interpersonal, and communication skills
- Objective with the ability to form your own judgements and opinions
- Passion and commitment to advance Kin Canada and an interest in the value of the association

In addition to the general eligibility qualifications and requirements set out above, board members should collectively represent a range of expertise in the following core competencies:

- Legal
- Strategic Planning
- Human Resource Management
- Policy Development
- Communications
- Technology
- Visionary Approach

- Marketing Skills
- Presentation Skills

Duties of the Board

As a productive member of the board you will be expected to fulfil the following duties:

- Requires access to computer/internet to attend all video and or phone conference calls (typically 9 per year – 2 hour events) and to attend face to face meetings (typically 3 per year – 2 day events)
- Must be able to attend National Conventions. (costs are covered)
- Regular communication with the National President
- Represent the board at District events (primarily Fall Leadership Conference and District Convention) (costs are covered)
- Review all materials prior to board meetings and fully participate in discussion items
- Be active on the various board projects throughout the year and be aware that you may be called upon to chair working groups or committees (2-4 hours per week)
- Abide by the board code of conduct policy and all national policies
- Prepare reports and presentations as required
- Follow our mission and vision while always using our core value system as a guideline
- Participate in the mentor-ship of new board members
- Carry out the boards fiduciary responsibilities on an ongoing basis
- Maintain our governing policies at the broadest level of the association which deals with executive limitations, ends policies, governance processes and board staff linkages
- Commit to continuous core competency self-improvement including acting upon the results of Board evaluations in a positive and constructive manner

Term of Office

Three year term.

Documents associated with National Board of Directors Application:

- Appendix A - National Board of Directors Application Timeline
- Appendix B – National Board of Directors Campaign Policy and Procedure



**APPLICATION FORM
FOR THE OFFICE OF NATIONAL DIRECTOR**

Official application is hereby submitted in the name of _____, who is an active member, in good standing, of the ___ Kinsmen ___ Kinette ___ Kin Club of _____ for the position of **National Director** on the **National Board of Directors**.

This application is submitted under the provisions of the General Operating By-Law #2 of Kin Canada.

Declaration:

I, the undersigned, hereby apply for office as a National Director of Kin Canada and certify that:

1. That I am an Active Member or Active life member, in good standing, of a Kinsmen, Kinette, or Kin club of Kin Canada.

2. That I shall do all things necessary to remain qualified for this office during my term of office, in accordance with the National General Operating By-Law #2 of Kin Canada.

Signed _____

Dated on this _____ day in the month of _____, 20_____

Contact Information:

Name: _____

Mailing Address _____

Telephone: (Home) _____ (Daytime) _____

(Mobile) _____

Email: _____

Application Enclosures:

- Signed Application form
- Cover Letter
- Resume as it relates to both Kin and Core Competency qualifications

Please forward completed documents to National Secretary: nbodsecretary@kincanada.ca

Appendix A

NATIONAL DIRECTOR

APPLICATION TIMELINE

Kin Canada National Board of Directors Application Timeline

August 2016 – National Convention – announce timeline for application process

Annual Timeline

September – Evaluate competencies currently on board and identify strengths and gaps

October – November – Fall Leadership Conferences – announce how many openings on board and what board looking for and share timeline for applications

January 15 – February 15 – Applications accepted. Sent to the HR Committee chair

February 15 – March 1 – Applicants measured against Competency Matrix

March 1 – 7 – Inform Applicants of application status

March 7 – 21 – Telephone Interviews with qualified Applicants

March 21 – 28 – Inform all Applicants of successful slate of Candidates

April 1 – Announce slate of Candidates

August – Voting of National Directors at National Convention

Appendix B

NATIONAL DIRECTOR

CAMPAIGN POLICY & PROCEDURE



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NATIONAL DIRECTOR
CAMPAIGN POLICY & PROCEDURE

1. Only qualified and approved candidates for the position of National Director will have their names stand for election to Kin Canada's National Board of Directors.
2. Each qualified and approved candidate is required to review the National Director Campaign Policy and Procedures, available from National Website. Any questions may be forwarded to the National Secretary.
3. No candidate shall campaign prior to the application and approval process of the National Board of Directors. All approved candidates will be notified by April 1.
4. For these purposes, campaigning shall be defined as planned and organized communications, limited to print and/or video as published only on the Kin Canada website, intended to achieve the specific goal of introducing the candidate's skills, attitudes, and opinions as they relate to the job of National Director, and must follow the prescribed outline provided. No other campaign activities shall be undertaken.
5. In the interests of maintaining neutrality, be advised that the National Board of Directors are not permitted to publicly endorse, or support any ND campaign. This rule will also extend to any staff from HQ. This includes messages of support and campaign promotion items, etc.
6. Any and all declared candidates for the position of National Director shall be invited to attend the National Board Orientation.
7. At the time of candidate introductions during business of National Convention, candidates will be introduced to the delegates. Note this time is for introductions only. All campaign activity at National Convention will be limited to publication of the 'ND Campaign Portfolio Document' on the Kin Canada website.
8. The election will take place on the Friday of National Convention and each qualified and approved ND candidate will be asked to provide a scrutineer in the election count room. The scrutineer will not be allowed out of the count room until the election results have been announced.
9. A candidate's infractions report will be given by the election chairperson prior to the National Director election. Any indiscretions or infractions, including any observed and reported to the election chairperson by the convention committee, regarding the rules will be disclosed with no bias. It is merely a report card to the membership on the fair play of the ND qualified and approved candidates.
10. At all times the integrity of all candidates will be respected by all parties involved in the campaign. To this extent the candidates will sign the form Kin Canada National Director Campaign Agreement at the end of this document stating they have read and understood these Campaign Policy and Procedures.

National Convention Election Officials and Contacts shall be:

Election Chairperson



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KIN CANADA NATIONAL DIRECTOR CAMPAIGN AGREEMENT

I hereby agree that I have read, understood, and accept the National Director Election Campaign Policy and Procedures, as printed above and agree to abide by these rules.

Qualified and Approved

ND Candidate Name: _____

Signature: _____ **Date:** _____