



BOARD RECRUITMENT

2018 to 2020

Information Package

October 2018



Board of Directors Recruitment 2018

Community Literacy of Ontario is recruiting candidates from its Organizational membership to join CLO's Board of Directors. CLO is looking for seven forward-thinking, solution-driven and dynamic Directors.

CLO encourages Board representation that reflects the diversity of its member agencies (urban and rural, large and small, differing abilities, and multi-cultural).

Nominees will be elected at CLO's online Annual General Meeting on Wednesday, November 21, 2018.

Why join CLO's Board of Directors?

1. Be a part of a dynamic and creative provincial literacy organization
2. Support an organization that makes a difference
3. Access a wealth of wonderful ideas shared at each Board meeting
4. Have time for other obligations - joining the CLO Board is not an onerous commitment; typically, there are four online meetings and one face-to-face meeting per year
5. Gain an understanding of literacy issues from a provincial perspective
6. Help strengthen the organizational capacity of community-based literacy agencies
7. Provide input to strategic issues
8. Network and share program ideas with your provincial colleagues
9. Celebrate and promote the community-based literacy sector
10. Have fun while doing all of the above

CLO's Mission:

Community Literacy of Ontario exists to support, promote and provide a united voice for English language community-based literacy programs in Ontario.

What seats are available?

CLO's Board of Directors can have ten region-specific representatives and two members-at-large from any region in Ontario.

There are seven positions available for the 2018–2020 term.

- **Central Ontario** has **3** vacancies
 - *Trisha Patrick (Literacy Council York-Simcoe, Newmarket) has put her name forward for re-election
 - *Aly Velji (Toronto Public Library) has put his name forward for re-election
- **Northeastern Ontario** has **2** vacancies
 - *Ginette Comeau-Roy (Sudbury Vocational Resource Centre) has put her name forward for re-election
- **Southwestern Ontario** has **1** vacancy
 - *Tracy Callaghan (Adult Language and Learning, Chatham) has put her name forward for re-election
- **Member-At-Large** has **1** vacancy
 - *Helen McLeod (Hamilton Literacy Council) has put her name forward for re-election

Who can join CLO's Board?

Eleven members of CLO's Board of Directors must be involved with a literacy agency that has an active organizational membership with CLO. In order to be a full organizational member of CLO, your literacy agency must:

- Provide English language Literacy and Basic Skills (LBS) delivery services in Ontario
- Be a community-based, non-profit organization
- Support the mission and values of Community Literacy of Ontario
- Be a paid formal member of Community Literacy of Ontario

One member of CLO's Board, in the member-at-large position, may be either an Organizational, Associate or Individual member of CLO.

What is the nomination / selection process?

- CLO's Board Development Committee will accept nominations in writing for Board member positions until November 6, 2018, in accordance with CLO's Bylaws which state that Board members must be nominated at least two weeks prior to the Annual General Meeting.
- Interested candidates must complete and submit a nomination form to CLO office.
- An election will be held at the online AGM on November 21, 2018 for all candidates.
- Election results will take effect immediately following adjournment of the AGM on November 21, 2018.

What is the screening process?

- All potential CLO Board members must complete a screening process
- A completed Board Member Screening Form will be reviewed by CLO's Board Development Committee
- In order for members to make an informed decision, a summary of all CLO Board candidates will be circulated in the material prepared for CLO's AGM

Newly elected Directors will join:

Eastern Ontario

Shannon Lee, Community Learning Alternatives (Madoc)

Kathy Kennedy, Prince Edward Learning Centre (Picton)

Northwestern Ontario

Gene Vallee, Red Lake District Adult Learning Centre

Southwestern Ontario

Anita Hillis-Krause, Haldimand Norfolk Literacy Council (Simcoe)

Member-at-Large

Chris Beesley, Community Living Ontario (Toronto)

Board Member Job Description:

The Board of Directors is responsible for ensuring that Community Literacy of Ontario fulfills its mission. The mission of Community Literacy of Ontario is to support, promote and provide a united voice for English language community-based literacy programs in Ontario.

Board Responsibilities:

- Understand and support CLO's mission and mandate
- Set policy for CLO
- Ensure effective organizational planning
- Ensure financial and human resources are properly managed
- Know the Board's legal obligations and ensure they are upheld
- Represent community-based literacy programs in their region
- Share information about CLO's activities with literacy agencies in their region
- Be familiar with CLO's By-laws, policies, and business plan
- Attend 1 or 2 face-to-face Board meetings per year (expenses paid by CLO)
- Participate in 4 online meetings per year
- Access e-mail and Internet, as CLO does most of its work online
- Participate in one or more Board committees (meetings are held online)
- Prepare for meetings by reading background material

Expected time commitment:

- Typically, Board members serve a two-year term
- CLO Board members should contribute approximately six hours per month

