

**VOYAGEUR MULTI USE TRAIL SYSTEM (VMUTS)**  
**BOARD OF DIRECTORS INFORMATION PACKAGE AND APPLICATION FORM**  
**QUALIFICATIONS AND CORE COMPETENCIES OF ELECTED OFFICERS**

Directors shall fulfill all requirements of the Ontario Not-for-Profit Corporations Act and further, shall be permanent residents of the district on Nipissing or Renfrew County and of legal age. The term of office is one year.

Directors of the VMUTS commit themselves to ethical, businesslike and lawful conduct, including proper use of authority and decorum when acting as Board Members. Accordingly, Directors must be able to represent unconflicted loyalty to the interest of the organization. This accountability supersedes any conflicting loyalty such as to advocacy or interest groups, personal business interest, and membership on other boards. It also supersedes the personal interest of any Director acting as a consumer of VMUTS' services or having a family member who is a consumer of VMUTS' services.

Directors will be appointed based upon their demonstrated ability to contribute significantly to the leadership of VMUTS and to fulfill their statutory fiduciary responsibilities.

**VMUTS from time to time seeks expertise in the area of**

- **Accounting/bookkeeping**
- **Secretary**
- **Board Governance**
- **Volunteering**

**Executive Positions available currently are:**

**President, Secretary, Treasurer and Director positions**

**The Core competencies that ideally will be reflected in the Board as a whole are:**

Characteristics

- a. Commitment and capacity (time, energy, expertise) to fulfill the commitment as a Director (1 meeting per month; participation on at least 1 working committee per one-year term)
- b. Knowledge about roles and responsibilities of a Director and Board since the organization current has no paid staff
- c. Experience in formulating policy
- d. Experience in thinking strategically
- e. Knowledge about the benefits of tourism attraction for the community
- f. Ability to identify principal business risks and ensure implementation of appropriate systems to manage those risks
- g. Knowledge of organizational performance mechanisms and ability to monitor, evaluate and report
- h. Ethical and values – based behavior
- i. Representative of user group populations and tourism sector business representatives
- j. Other attributes valued by the Board of Directors:
  - Accounting Designation
  - Legal designation

- Media/Marketing/Public Relations experience
- Fundraising and application for funding experience
- Administration/Management experience
- Not for Profit Board Governance experience
- Organizational Development/Strategic Planning experience
- Computer programmer

All directors are expected to be able to receive board materials by email.

**All candidates for election as a member of the VMUTS board will complete and submit a Candidate Application Form must be received by email only, prior to 4 p.m. on June 28<sup>th</sup>, 2022 to [secretary@vmuts.com](mailto:secretary@vmuts.com) Electronic signatures are acceptable.**

**VMUTS BOARD MEMBER CANDIDATE APPLICATION FORM**

**This form must be completed in full and submitted by email only, prior to 4 p.m. on June 28<sup>th</sup> by email only to [secretary@vmuts.com](mailto:secretary@vmuts.com)**

**This form is to be completed in full and submitted by the deadline, by any person who wishes their candidacy to be considered for appointment to the VMUTS board of Directors.**

**Respond to each question posed by indicating your answer below each of the questions posed.**

Name of Candidate:

Address:

Phone Number:

Email Address:

- 1) Considering the areas of expertise, the VMUTS board is currently seeking to fill the role of Directors of the Board, please tell us what you bring, vis a vis those skills and experience to the board. Please detail your response and be specific. (What skills/skills being sought do you have; how did you obtain these).
  
- 2) Considering the areas of expertise, the VMUTS board is seeking insofar as representation from various user groups and tourism sector business community, please tell us how you meet this need. Please detail your response. (Which user group or tourism sector business community can you represent and how).
  
- 3) Brief summary of your experience as a board member for other voluntary of community organizations (What organization/when/your role)
  
- 4) Summary of your skills or competencies (volunteer or professional) that would contribute to the effective leadership and governance of VMUTS Board of Directors and how did you obtain these.
  
- 5) Brief summary of any previous experience as a VMUTS or other recreational trail user.
  
- 6) I have read the call for application to the VMUTS Board of Directors and am submitting my application and name to stand for election (indicate Yes).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date