



Albright Manor and  
Edelheim Apartments  
5050 Hillside Drive  
Beamsville, ON L3J 2A7  
905-563-8252

## **BOARD OF DIRECTORS RECRUITMENT APPLICATION INFORMATION**

### **1. Application Instructions and Selection Process**

- a) To apply to be a member of the Board of Directors of Albright Manor, you must complete the Board of Directors Recruitment Application form.
- b) Please submit your completed application via email to [jcartmer@albrightcentre.ca](mailto:jcartmer@albrightcentre.ca) or directly from the Albright Manor Website.
- c) The Governance Committee will review all applications received, and set up interviews with those being considered.
- d) Final selection of a new board member must be approved by the Board of Directors.
- e) Following approval of the Board of Directors, an orientation session will be provided for all new Board members.
- f) For any further information regarding the application process please contact Joanne Cartmer, Administrator, at 905-563-8252 ext. 125.

### **2. Eligibility Criteria and Conditions of Appointment**

- a) Must be at least 18 years of age.
- b) Undischarged bankrupts are ineligible to serve as members.
- c) Expected to commit the time required to perform board and committee duties. Meetings are held the last Wednesday every other month from September to May, plus an annual meeting in June (Total of 6 meetings), each meeting lasting approximately 2-3 hours in length. Committee meetings are determined by the chair of the committee.
- d) Participate on one board committee. Board committee meetings will be called at the discretion of the committee chair.
- e) Must fulfill the requirements and responsibilities of the role - for example, preparing for and attending meetings, upholding fiduciary obligations and working cooperatively and respectfully with colleagues.
- f) Board Members must agree to comply with legislation governing the corporation, the corporation's by-laws and policies, and all other applicable rules.
- g) Must align with the Mission, Vision and Values of Albright Manor as documented on the Albright Website.

### **3. Conflict of Interest Disclosure Statement**

Board Members must avoid conflicts between their self-interest and their duty to the corporation. In the space below, identify any relationship with any organization that may create a conflict of interest, or the appearance of a conflict of interest, by virtue of being appointed to the Board or a Board Committee.