



ORCC BOARD OF DIRECTORS/COMMITTEE MEMBER APPLICATION

Name:	Address:
Home #:	Cell #:

Date: _____

Thank you for your interest in volunteering with the Ottawa Rape Crisis Centre (ORCC).

The ORCC is a pro-active, anti-racist, feminist organization working to end all forms of sexual violence. The ORCC counsels and supports women, educates for change and works to create a safe and equitable community.

We provide services to all women in the city of Ottawa and surrounding areas, including immigrant and refugee women, women with disabilities, lesbians, transgendered women, and women from a range of socio-economic classes, races and cultural backgrounds.

The Board of Directors is a policy governance board responsible for setting policies that guide all aspects of the organization's work, approving budgets and monitoring financial revenues and expenditures, supporting the work of the Executive Director in managing and implementing effective programs, as well as the organization's long term growth and development. The ORCC board members, along with community members, work on committees in the areas of policy-setting, finances, fundraising and board development with the overall aim of ensuring accountability to the centre's membership and meeting the needs of Ottawa's diverse communities. (For a visual organizational structure chart of the ORCC and the Board, please see Appendix 1.)

Please send us a copy of your resume and answer the following questions as best you can:

GENERAL

How did you hear about us?	
Are you interested in a Board or Committee position?	
If selected to sit on the Board, are you able to make a minimum two year commitment?	
What Committees are of interest to you? (For detail about each of the Committees, please see Appendix 2.)	
<input type="checkbox"/> Finance Committee <input type="checkbox"/> Fundraising Committee <input type="checkbox"/> Policy Committee <input type="checkbox"/> Recruitment & Development Committee	
If selected to sit on a Committee, are you able to make a minimum one year commitment?	

What made you consider volunteering for the ORCC, and what do you hope to get out of your experience?

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What specific strengths would you bring to the ORCC?

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BOARD/COMMITTEE EXPERIENCE

What previous board/committee(s) have you been a part of?

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What specific contributions would you say you made to those board/committee(s)?

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VALUES AND BELIEFS

What does feminism mean to you?

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The ORCC is a pro-choice organization, can you support this position?

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What do you believe are the causes of sexual violence?

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What does anti-racism/anti-oppression mean to you?

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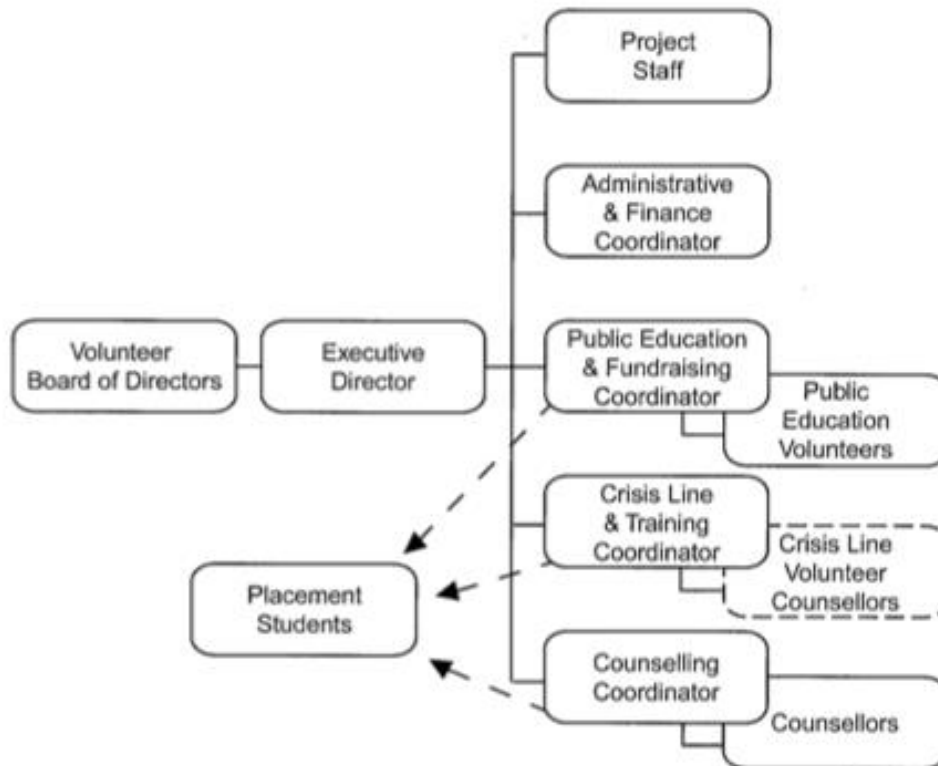
VOLUNTEER SUPPORT

You are not required to respond to this question unless you are comfortable doing so.
If you are selected to sit on the Board, is there anything you would like to share with us, for example accessibility/disability needs, that might assist in your volunteer service with us?

Thank you for your interest in becoming a part of the ORCC-Board of Directors and in eradicating sexual violence towards women. All applicants will be contacted by the Recruitment & Development Committee.

APPENDIX 1: ORGANIZATIONAL STRUCTURE

Figure 1.1: Ottawa Rape Crisis Centre Organizational Structure



APPENDIX 2: BOARD & COMMITTEE INFORMATION

ORCC BOARD

Mandate: The Board follows a Policy Governance Model and oversees the strategic direction of the ORCC. As a whole, the Board ensures overall good fiscal management of the ORCC and oversees the management of ORCC assets. The Board approves organizational policies.

Monthly meeting date and time: every third Wednesday of the month from 6:00 pm to 7:30 pm.

FINANCE COMMITTEE

Mandate: The Finance Committee works with the ORCC Coordinator to maintain a balanced budget for the ORCC on a quarterly basis as well as planning and forecasting for the upcoming fiscal year budget. The Finance Committee ensures that the yearly audit is contracted for and presented to the Annual General Meeting. The other mandates of the Finance Committee are to:

- Ensure that there is at least one adequately trained, competent accounting staff

member employed by the ORCC at all times;

- Review and approve bank reconciliation and financial reports/statements; and
- Ensure that all payments have been coded to expense accounts under the supervision of the Executive Director.

Skill sets needed: Candidates should have an educational or career background in finance and accounting, as well as non-profit sector and/or volunteer experience. At the very least, the candidate will have an aptitude for, and interest in, finance and budgeting.

Monthly meeting date and time: every third Monday of the month from 5:00 to 6:30 pm.

FUNDRAISING COMMITTEE

Mandate: The Fundraising Committee works with ORCC staff to plan and implement the fundraising strategy of the ORCC. This involves event planning and approaching prospective donors.

Skill sets needed: Candidates should have experience in fundraising, media, volunteer management, or sales. An asset would be connections with business and/or philanthropy groups, or local community groups such as companies, foundations, universities.

Monthly meeting date and time: TBD.

POLICY COMMITTEE

Mandate: The Policy Committee works with ORCC staff to review and draft ORCC organizational policies and bylaws.

Skill sets needed: Candidates should have experience with policy development and drafting; strong writing skills; research skills (e.g. internet searching, literature searching, environmental scanning); legal knowledge/experience; risk management knowledge/experience; or human resources knowledge/experience.

Monthly meeting date and time: every second Wednesday of the month at 6:00 to 7:30 pm. There is also the opportunity to do individual work from home following a meeting (e.g. researching a subject in preparation for the next meeting). Responsibilities are assigned based on individuals' ability to take on the work.

RECRUITMENT & DEVELOPMENT COMMITTEE

Mandate: The Research & Development Committee works with ORCC staff to recruit volunteers for positions on the Board of Directors and its committees. The Committee meets with prospective candidates to discuss their interest and skill sets offered to the ORCC. The R&D Committee also plans board training and development.

Skill sets needed: Candidates should have a background or interest in human resources, education and training, communications, and planning.

Monthly meeting date and time: the first Wednesday of each month at 4:30 to 6:00 pm.