

## Greater Fort Town Area Charity

P.O. Box 314  
Prescott, ON K0E 1T0  
Tel: (613) 340-7364  
Email: [gftacharity@gmail.com](mailto:gftacharity@gmail.com)  
Website: [www.gftacharity.com](http://www.gftacharity.com)

### Trustee Application Form

Please read the GFTAC Constitution, by-laws, and complete the Disclosure of Not Being an Ineligible Individual (Appendix B of the Constitution).

#### Personal Information

First name: \_\_\_\_\_

Last Name: \_\_\_\_\_

If you are a represent an organization, what is the name? \_\_\_\_\_  
(Please provide a letter of recommendation by the company)

Address: \_\_\_\_\_

City/Province/Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

#### Interest & Motivation

1. Please explain why you would like to apply for the position of trustee of the Greater Fort Town Area Charity.

#### Employment History

2. Please list below, details of employment history including your current position and employer. (You may wish to attach a separate CV to the application form).

**Relevant Expertise**

- 3. Please provide any further information, including relevant memberships, board level positions, qualifications held or other expertise which you feel may be relevant to this application.

**References**

- 4. Please supply us with the names and contact details of two references that we may contact.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email: \_\_\_\_\_

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed that appointment may be revoked.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for completing this application form and for your interest in becoming a trustee of the Greater Fort Town Area Charity.

This form should be marked "Confidential" and returned to the GFTAC Secretary at  
Greater Fort Town Area Charity  
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Prescott, ON K0E 1T0

Please note that all information will be held in the strictest confidence and in compliance with The Personal Information Protection and Electronic Document Act (PIPEDA).

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### TRUSTEE ROLE DESCRIPTION

#### Main Duty

Under the Constitution, the by-laws, and the laws that govern charities in Ontario & Canada, GFTAC Trustees have and must accept the ultimate responsibility for directing the affairs of the GFTAC, and ensuring that it is solvent, well-run and delivering the charitable outcomes for the benefit of the public for which it has been set up. Trustees of the GFTAC have three particular duties – care, compliance, and prudence – which are set out below following the wording given by the Government of Canada.

#### Duty of care – Trustees must:

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the GFTAC is well run and efficient.
- Consider getting external professional advice on all matters where there may be material risk to the GFTAC, or where the trustees may be in breach of their duties.

#### Duty of compliance – Trustees must:

- Ensure that the GFTAC complies with Revenue Canada and the Acts governing charities, and with the requirements of the Charities Directorate as regulator; in particular ensure that the charity prepares reports on what it has achieved and Annual Returns and accounts as required by law
- Ensure that the GFTAC does not breach any of the requirements or rules set out in its governing document and that it remains true to the charitable purpose and objects set out there.
- Comply with the requirements of other legislation and other regulators, which govern the activities of the GFTAC.
- Act with integrity, and avoid any personal conflicts of interest or misuse of the GFTAC's funds or assets.

#### Duty of prudence - Trustees must:

- Ensure that the GFTAC is and will remain solvent.
- Use the GFTAC's funds and assets reasonably, and only in furtherance of the GFTAC's objects.
- Avoid undertaking activities that might place the GFTAC's endowment, funds, assets or reputation at undue risk.
- Take special care when investing the GFTAC's funds, or borrowing funds for the GFTAC to use.

#### Specific duties of Trustees of Our Celebration:

##### Vision, values and strategic direction

- To contribute actively to the board of trustees' role in giving firm strategic direction to the GFTAC, setting a vision, goals, policy and plans, and targets and key performance indicators
- To ensure that the GFTAC seeks and considers the views of beneficiaries and stakeholders in setting strategic direction and policy
- To ensure breadth and diversity in the vision, values, policy and strategy of the GFTAC
- To serve as an ambassador for the charity, promoting understanding and recognition of, and support for, the GFTAC's vision and values

##### Performance management

- To monitor and evaluate performance against plans, targets and key performance indicators, and its wider impact on stakeholders

- To appoint the Trustees and monitor their performance
- To safeguard the good name and values of the GFTAC

### **Compliance**

- To ensure that The GFTAC complies with all legal and regulatory requirements
- To ensure that key risks to the GFTAC are identified and effectively managed and that professional advice is sought and considered where appropriate

### **Prudent management of assets**

- To ensure the financial stability of the GFTAC through creation of an effective fundraising strategy
- To ensure the proper management of the charity's assets both physical and intellectual; and sound financial management

### **Good governance**

- To comply at all times with the Trustee Board Code of Conduct and other Trustee policies
- To uphold the principles and practice of good governance
- To participate in Trustee development and training as appropriate
- To prepare for and attend meetings regularly and contribute to discussion and collective decision making
- To use any particular personal knowledge, skills and experience to help the Trustees to further the objects of the charity

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### TRUSTEE PERSON SPECIFICATION

The GFTAC works actively to ensure that its Trustees has the right skills and experience to lead the charity effectively. The GFTAC Trustees vacancies are normally advertised. Application is normally by written application, followed by interview. The application form and interview are evidence based and we will look for clear examples of how candidates meet the essential and desirable criteria below.

#### Personal competencies

The GFTAC Trustees are expected to demonstrate the following personal competencies:

##### ESSENTIAL

#### Commitment

1. Ability to understand and accept the duties and liabilities of being a charity Trustee.
2. Empathy with the vision, mission and aims of the GFTAC
3. A willingness and ability to devote the necessary time and effort

#### Focus

1. Ability to think and apply knowledge strategically
2. Ability to think creatively
3. Ability to keep mission-focused
4. Ability to analyse and evaluate management information and other evidence
5. Willingness to listen and learn

#### Communication and team working

1. Ability to communicate clearly and sensitively and to take an active part in discussions
2. Ability to influence and engage
3. Ability to work effectively in a group
4. Willing to express their own opinion in a reasoned way, while also listening to the views of others
5. Ability to challenge constructively and ask questions appropriately

#### Accountability

1. Ability to exercise sound and independent judgement
2. Willingness to make and stand by collective decisions, including those which may be unpopular
3. Ability to manage difficult and/or challenging situations
4. Ability to maintain confidentiality on confidential and/or sensitive information

## **Skills and experience**

### DESIRABLE

The GFTAC wishes to see the following knowledge, skills and experience represented on its Trustees. All Trustees will be expected to meet at least one of these criteria. During a particular recruitment one or more of the following may be identified as priorities, depending on the needs of the Trustees at the time as identified through a skills audit.

- Senior level strategic management experience within a third, commercial or public sector organisation.
- Recent experience (within the last 5 years) of fundraising for, or in, a third sector organisation.
- Experience at senior level of financial management
- Experience at senior level of strategic human resources or organisational development.
- A professional qualification and significant practitioner experience in an area of relevance to the GFTAC such as accountancy, charity law, project or programme management.
- Knowledge and experience of public policy formulation and influencing techniques across local, regional or national government.
- Knowledge and experience of marketing or public relations in the third sector.
- Experience as a trustee in a similar size or larger organisation, together with implementation of best practice in corporate governance.

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## Code of Conduct for Trustees

### Trustee Code of Conduct

#### Introduction

At the GFTAC, the Trustees, having regard to our core values and examples of best practice within the sector have created this code to set out a framework in which its trustees and governing body will operate.

We use our values to describe the way we want to be, and how we want to be seen by everyone who comes into contact with us.

We believe in providing **care** for people who come to us. We will **accept** them as individuals and **respect** their beliefs, needs and wishes.

We aim to provide a **happy** environment in which to **encourage** progression.

#### Accountability

Everything the GFTAC does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, funders, Parliament and the courts.

#### Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within the GFTAC and equally when dealing with individuals and institutions outside it.

#### Transparency

The GFTAC strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

#### Law, mission, policies

- I will not break charity law or go against charity regulations in any aspect of my role of trustee.
- I will support the mission and consider myself its guardian.
- I will abide by the charity's Constitution and by-laws.

#### Conflicts of interest

- I will always strive to act in the best interests of the charity.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

## **Person to person**

- I will not break charity law, go against charity regulations or act in disregard of the charity's Constitution and by-laws in my relationships with fellow trustees, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact with in my role as trustee.

## **Protecting the organisation's reputation**

- I will not speak as a trustee of this organisation to the media or in a public forum without the prior knowledge and approval of the President or Chair.
- When prior consent has not been obtained, I will inform the Chair or President at once when I have spoken as a trustee of this charity to the media or in a public forum.
- When I am speaking as a trustee of this charity, my comments will reflect current charity policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of the charity and those who work in it.
- I will respect the charity, Trustees and individual confidentiality.
- I will take an active interest in the charity's public image, noting news articles, books, television programmes and the like about the charity, about similar organisations or about important issues for the charity.

## **Personal gain**

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

## **In the boardroom**

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the charity.
- I will abide by Trustees procedures and practices.
- I will strive to attend all meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on in the boardroom unless authorised by the Chair or Trustees to speak of it.
- I will work to avoid conflict in the boardroom and seek external support to do this when necessary.

## **Enhancing governance**

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support the Chair in their efforts to improve their leadership skills.



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- I will support the President in their executive role and, with my fellow trustees, seek development opportunities for them.

### Leaving the Trustees

- I understand that substantial breach of any part of this code may result in my removal from the Trustees.
- Should I resign from the Trustees I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Full Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_