

Please fill out this application form if you are interested in becoming a HOTT Board Member (a member of HOTT's Board of Directors) or if you are interested in becoming a volunteer for a Board committee. Being a Board committee volunteer offers a chance to prepare to become a Board Member if there are future vacancies.



Houses Opening Today Toronto Inc.
75 Blantyre Avenue
Toronto, ON M1N 2R3

Tel: 416-369-0366
Fax: 416-369-0407
www.hott.ca

APPLICATION FOR BOARD OF DIRECTORS AND BOARD COMMITTEES

Background

What is HOTT?

Houses Opening Today Toronto Inc. (HOTT) is a non-profit housing organization that develops and manages affordable housing in Toronto. Founded in 1987, HOTT was created by a group of people from the local community who were interested in providing affordable housing to meet the needs of people with low and moderate income. Initially providing rooms in houses for single adults, HOTT now has been able to add self-contained apartments to our housing portfolio for singles, couples and families.

Board structure and function

HOTT is governed by a nine-member Board of Directors. The Board includes both tenant members and non-tenant members. The role of the board is to govern the organization and oversee its activities. This means that we focus on the strategic and overall activities of HOTT, not the day-to-day operations. Operational activities are the responsibility of staff, who report to the Board of Directors.

Ways to be involved

In its role to provide oversight and strategic direction, the Board of Directors has various Board committees for different parts of the business. These committees can include Board members, staff and other governance volunteers. In this application form, you can select whether you are interested in volunteering for the Board of Directors or a Board committee.

Board of Directors

Roles and responsibilities of the HOTT Board of Directors:

- The Board is ultimately responsible for the governance of the organization
- The Board is responsible for selecting, hiring and evaluating the Executive Director

- The Board must answer legally for the affairs of the corporation

Functions of the HOTT Board of Directors:

- Board members must participate in the trustee function of the Board (i.e. be legally responsible for HOTT, enter into contracts, protect the value of the buildings, be accountable if things go wrong)
- Board members must participate in the community leader function of the Board (i.e. agencies and community organizations, neighbours and the City, take the concerns of these stakeholders into account, work with other non-profit housing providers, & coalitions)
- Board members must participate in the Director function of the Board (i.e. developing and updating a vision statement, focusing on results, monitoring operations, setting policies and standards, ensuring resources are available to provide housing)

Commitments of Directors - PLEASE READ THESE CAREFULLY

- Be committed to HOTT's mission, values and principles
- Attend meetings - Board meetings are usually once per month on a weekday evening. You must give advance notice if you cannot attend or will be late
- Be informed - directors receive a package of background reading for each board meeting a few days before the meeting
- Declare conflict of interest - you must declare when a decision may benefit you, your relative or your firm in a way not common to the rest of the Board
- Share responsibility for Board decisions and the Board's process - participate in discussions, participate in at least one Board committee, respect the chair and respect the decisions of the group, even when you don't agree with the majority
- Come ready to enter the discussion and make decisions, do not be afraid to ask "dumb" questions
- Exercise your own judgment - rely on appropriate professional advice or expertise of the Executive Director and staff but do not follow it blindly
- Maintain confidentiality - strict confidentiality must be kept about personal information about tenants, potential tenants and employees, and any legal proceedings that the Board may be involved in
- Be loyal to the Board - speaking publicly against a Board decision or against another director weakens the Board and inhibits its ability to function as an effective group. Air your views frankly at Board meetings and try to resolve differences there

The Board's commitments to the individual directors:

- Commitment of other directors - everyone takes responsibility seriously
- Effective use of time - time spent in meetings should be used wisely, meetings are usually 2 hours
- Access to information relevant to Board decisions - ahead of time whenever possible
- Training and support - with a budget every year for directors to attend workshops and conferences

Board Committee Volunteers

Board committees consist of Board members, staff and governance volunteers. There are a number of different committees covering different focus areas including: policy, investment and finance, fundraising and event planning. Committee members work together to set a time to meet. A committee chair, usually a Board member, reports back to the Board of Directors.

This is a great opportunity for people who are interested in volunteering to get experience in community engagement and it is also a chance for HOTT tenants who would like to get more involved and to share their ideas and input. Being a Board committee volunteer offers a chance to prepare to become a Board member if there are future vacancies and Board committee volunteers are encouraged to attend and observe regular Board meetings.

Commitments of Board committee volunteers

- Be committed to HOTT's mission, values and principles
- Attend meetings - committee meetings are usually once per month. Committee members work together to set a time to meet. You must give advance notice if you cannot attend or will be late
- Be informed - volunteers may receive a package of background reading a few days before each meeting
- Declare conflict of interest - declare when a decision may benefit you, your relative or your firm
- Share responsibility for the committee's decisions and the committee's process - participate in discussions, respect the chair and respect the decisions of the group, even when you don't agree with the majority
- Come ready to enter the discussion and contribute, do not be afraid to ask "dumb" questions
- Maintain confidentiality - strict confidentiality must be kept about personal information about tenants, potential tenants and employees, and any legal proceedings that the Board may be involved in

Application process for Board of Directors and Board committees

1. Determine if you meet the eligibility criteria to become a Board member
2. Complete the attached application form in full and submit it, *Attn: Board Application* to:

In person or by mail: 75 Blantyre Ave., Toronto, ON M1N 2R3

By fax: 416-369-0407

By e-mail: info@hott.ca

You may include a current copy of your resume.

3. Completed applications and resumes must be received by HOTT by no later than

_____.

4. If you have any questions, call at 416-369-0366, ext. 24 or ext. 25 or send an e-mail to info@hott.ca. Someone will respond to your enquiry within 48 hours.

5. We will contact applicants.

6. There may be an information session for applicants prior to the Annual General Meeting.

7. The Annual General Meeting is usually held in mid-October. **NB: To be a voting member, you must apply to be a member at least 15 days before the AGM. Please contact HOTT using the information in point 2 above, to obtain the membership application.**

(The application form is on the next page)

APPLICATION FOR HOTT BOARD OF DIRECTORS AND BOARD COMMITTEES

Last name: _____

First name: _____

Address: _____

City: _____

Postal code: _____

Daytime phone number: _____

Evening phone number: _____

E-mail address: _____

Alternate e-mail address: _____

I am a tenant of HOTT _____

I am not a HOTT tenant _____

Eligibility for the Board of Directors

I am at least 18 years old

yes _____ no _____

I have legal status in Canada

yes _____ no _____

I am willing to sign confidentiality and privacy clauses

agree _____ disagree _____

I can commit to at least one year of service

agree _____ disagree _____

I commit to full participation at Board meetings (and committee meetings)

agree _____ disagree _____

HOTT BOARD AND COMMITTEES APPLICATION CONT.

I am not an undischarged bankrupt person

agree _____ disagree _____

I am not a mentally incompetent person

agree _____ disagree _____

Why are you interested in being on the Board of Directors or joining a Board committee? *You may attach additional pages.*

Please describe the skills, interests and experience you would bring as a Board member or volunteer with HOTT Board (include both formal and informal examples.) *You may attach additional pages.*

HOTT BOARD AND COMMITTEES APPLICATION CONT.

Please check the Board committees and activities that you would be interested in participating in:

Fundraising_____

Event planning_____

Investment and finance_____

Policy review_____

Community engagement_____

Development_____

I am interested in becoming a Board member_____ a Board committee volunteer_____

I hereby certify that the information contained in this application form is accurate and complete.

Signature _____

Date _____

I have attached a current copy of my resume._____

The personal information contained in this application will be used to assess your eligibility to serve as member of the HOTT Board of Directors or a Board committee.