

Halifax Forum Community Association
Expression of Interest for Board Member
(Volunteer, 2-year term with maximum 3 terms)

The Halifax Forum was originally built in 1927 and is now a registered Heritage Property owned by HRM. The operation of this multi building complex has been entrusted to the Halifax Forum Community Association guided by a management agreement and partnership with the municipality. The Halifax Forum Community Association is committed to providing a diverse and inclusive community facility for a cross-section of recreation, entertainment, arts, business, cultural and community-based events. We provide facilities that are safe, fun, and versatile, which enables us to create opportunities for young people, adults, and seniors through individual, group and team activities. The Halifax Forum is a vital civic facility for the residents of HRM and is committed to being financially responsible and efficiently managed. To our HRM community, the Halifax Forum is more than just a rink.

The Halifax Forum Community Association is seeking one new volunteer member. The Board currently meets on the 3rd Wednesday of the month (excluding July and August unless necessary) at 12:00 pm.

The Board is composed of:

- Councillor for District 8
- A maximum of 14 public members
- 1 non-voting staff member from HRM Parks, Recreation and Communities

The successful candidates should have:

- The ability to fully devote the required time (4-5 hours per month) to Board meetings, pre meeting preparation and to serve on sub or ad hoc committees as needed.
- An interest in the future operation and utilization of the Forum complex
- An interest in community development demonstrated thorough community involvement.
- An interest in governance and the ability to direct policy.

- A range of skills or experience in areas such as fundraising, accounting, facility management, event planning, the non-profit sector, human resources, law, policy development, contracting, marketing, diversity and inclusion and amateur sport.
- A demonstrated knowledge of the programs and activities of the facility
- A vision for the complex as we move forward.
- The application should include the following attachments:
 - A) a letter of intent
 - B) a resume

Deadline for applications is Friday, December 16th, 2022 by 4:00pm.

The Nomination Committee will be reviewing all applications. Only those selected for an interview will be contacted further. There will be no appeal process, or any information shared about applicants.

Board Member application form can be found [here](#).

Halifax Forum Community Association Board of Directors Application Form

Personal Information

First Name _____ Last Name _____

Address _____

City _____ Province _____ Postal Code _____

Telephone (day) _____ Telephone (evening) _____

E-mail _____

Date _____

Inclusion of appropriate representation of racially visible minorities, women and other under-represented citizens is an objective in the selection of Board members. By voluntarily providing information about yourself you will assist the selection process.

Please identify which applies to you (voluntary):

- | | |
|---|---|
| <input type="checkbox"/> Aboriginal Person _____ | <input type="checkbox"/> Racially visible minority: _____ |
| <input type="checkbox"/> Person with disability _____ | <input type="checkbox"/> Youth (under 25): _____ |
| <input type="checkbox"/> Gender: _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Young Family: _____ | |

Expression of Interests

1. Please describe your interest in serving on the Halifax Forum Community Association Board of Directors.

- To represent the community
- To manage and shape the direction of a leading facility
- To contribute specific expertise and experience
- To participate in lifelong learning
- To access networking opportunities
- To contribute to career development
- To obtain personal fulfillment
- To represent a specific area or sector (i.e. sport, art, business, etc.)
- Other _____

Experience

2. Please check off any of the following areas where you have experience or expertise:

Board Governance / Career Experience

- | | |
|---|---|
| <input type="checkbox"/> Administration, management | <input type="checkbox"/> Personnel, human resources |
| <input type="checkbox"/> Board evaluation | <input type="checkbox"/> Policy development |
| <input type="checkbox"/> Chairing | <input type="checkbox"/> Program evaluation |
| <input type="checkbox"/> Executive roles | <input type="checkbox"/> Public relations, communications |
| <input type="checkbox"/> Finance, accounting | <input type="checkbox"/> Special events |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Strategic planning |
| <input type="checkbox"/> Grant writing | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Volunteer recruitment |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Diversity and Inclusion |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Outreach, advocacy | |

Sectors

- | | |
|---|--|
| <input type="checkbox"/> Arts | <input type="checkbox"/> Government |
| <input type="checkbox"/> Community service | <input type="checkbox"/> Knowledge of different parts of the community |
| <input type="checkbox"/> Corporate and business | <input type="checkbox"/> Non-profit experience |
| <input type="checkbox"/> Corporate and business | <input type="checkbox"/> Program development |
| <input type="checkbox"/> Culture | <input type="checkbox"/> Sport & recreation |
| <input type="checkbox"/> Education, instruction | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Event management | |
| <input type="checkbox"/> Facility operation | |
| <input type="checkbox"/> Funding / Philanthropy | |

3. Do you have any previous board service, leadership, or volunteer experience?

- Yes No

Please list: _____

4. Are you presently serving on other boards or have other volunteer commitments?

Yes No

Please describe: _____

5. Are you able to dedicate an average of 4-5 hours per month for a term of a minimum of two (2) years (with an option to renew)

Yes No

6. Are you a member of any group that regularly rents the Halifax Forum for a program or service?

Yes No

Please identify the group and your role within them:

References

Please provide two non-related references

1. Name _____

Relationship _____ Telephone _____

2. Name _____

Relationship _____ Telephone _____

By signing and submitting this volunteer application, I acknowledge this information is true and accurate. I authorize the Halifax Forum Community Association Selection Committee to obtain references from the individuals listed above.

Applicant's Signature

Date

Please submit application to:

Mail: Halifax Forum
Board Recruitment
2901 Windsor Street
Halifax N.S. B3K 5E5

Deadline: Friday, December 16th, 2022

Drop off: Halifax Forum Administration Office

Email: Michael Cogdon
cogdonm@halifax.ca

Enc. a) Letter of intent
b) Resume