

**The Council
on Aging
of Ottawa**



**Le Conseil sur
le vieillissement
d'Ottawa**

Committee Chair Application Form

(Applications may be submitted to Sarah Bercier, Executive Director at s.bercier@coaottawa.ca)

COMMITTEE CHAIR RESPONSIBILITIES

1. Serves a minimum of one (1) two-year term.
2. Makes a serious commitment to participate actively in COA committee work.
3. Is knowledgeable on or informs oneself thoroughly on the subject matter of that Committee.
4. Stays informed about organizational matters, is prepared for monthly meetings.
5. Builds collegial working relationships with Board members and leaders in the organization that lead to consensus.
6. Develops a work plan for the coming year and ensures that this work plan is carried out
7. Participates in the advancement of the strategic plan.
8. Speaks highly of the COA in ways that encourage increased engagement from others in the community.

CANDIDATE INFORMATION

Name:

Telephone:

Email:

EXPRESSION OF INTEREST

Please indicate which Committee Chair position is of interest to you.

1.

2.

1. What interests you about this position?

2. What are some of your experiences that would help you in the position you are applying for?

3. Do you have personal aspirations that could be enhanced by your service? What do you hope to gain from the experience?

4. What else would you like us to know about you?

KNOWLEDGE, SKILLS & EXPERIENCE

Please indicate your knowledge, skills and experience in the following areas.

	Basic	Advanced	Interested to Use
• Administration/Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Communications/Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Community Leadership/Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Education/Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Event Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Government/Political Acumen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Grant Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Policy Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Program Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Volunteer Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>