

INFORMATION SHEET FOR POTENTIAL CANDIDATES

1. We ask that all potential candidates submit a completed Director-at-Large form by the due date along with a copy of their resume. These documents will be forwarded to the Nominations committee for review.
2. Once the applications have been reviewed, we will send you a copy of your resume with an added disclaimer at the bottom which we ask you to sign and return. By signing this disclaimer, you are authorizing us to send your name and biographical information to be used for the purpose of the electing process to be shared with our membership. Your consent is for such purposes as Community Living Ontario may consider appropriate.
3. A process will follow where members of our Nominations committee will contact each potential candidate for a brief discussion. Following this process, the Nominations committee report will be finalized and circulated to our membership at least 8 weeks prior to our AGM this is according to our by-laws.
4. Community Living Ontario's communications team will also reach out to all potential candidates ahead of the AGM to record promotional interviews. The interviews and candidate profiles will be promoted broadly on Community Living Ontario's digital platforms and shared with its membership. This will help voters familiarize themselves with all the candidates so they may make an informed decision at the meeting.
5. The election of the Directors of the Board takes place at our Annual General Meeting. This year, the meeting is scheduled to take place on **Wednesday September 16, 2020** in Richmond Hill, at the **Sheraton Toronto North Hotel in Richmond Hill**. The meeting will be held at 6:30 p.m. and we encourage all potential candidates to attend.
6. Each candidate will have up to three (3) minutes to address the members just before the elections. If a candidate is unable to attend in person; we encourage each candidate to videotape his/her message.
7. **Potential candidates** and current board members **are encouraged to arrive at 4:00 p.m.** for a **one-hour meet and greet with voters** prior to the AGM.
8. The Director-at-Large position is for a two-year term.

- 9. The first meeting of the newly elected Board will take place on September 17, 2020.** During this meeting, the newly elected board will choose its officers.
- 10.** Members are expected to attend three (3) face-to-face meetings during the year in addition to the Board meetings held in conjunction with the AGM. The first meeting will occur in late Fall, followed by another meeting in the Winter and another in Spring (i.e., November, early March and early June).
- 11.** Special meetings may be called during the year and held via teleconference or videoconference.
- 12.** We ask each Director to contribute to the success of Community Living Ontario by sitting on committees.
- 13.** Any additional information can be found on the [Community Living Ontario website](#) including our By-laws, the Strategic Plan, Board of Directors, etc.