

### INFORMATION SHEET FOR APPLICANTS

1. We ask that all applicants submit a completed application 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 review and interview the applicants regarding their skills and expertise. Following this process, the Nominations Committee report will be finalized and circulated to our membership at least 6 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 applicants ahead of the AGM to record promotional videos. 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 applicants, 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 in person in **Richmond Hill** on **Tuesday September 17, 2024**. The meeting will be held at 6:30 pm and we encourage all applicants to attend.
6. Each applicant will have up to two (2) minutes to address the members just before the elections. Applicants may be required to pre-record their message or speak live to the membership at the Nominations Committee's discretion. Candidates will be notified no less than three weeks prior to the AGM asking which option is preferred.
7. Director-at-Large positions are all for a two-year term.
8. **The first meeting of the newly elected Board will take place the day after the AGM which is September 18, 2024.** During this meeting, the newly elected Board will choose its officers.
9. Special meetings may be called during the year and held via teleconference or video conference.
10. We ask each Director to contribute to the success of Community Living Ontario by sitting on committees.
11. Any additional information can be found on the Community Living Ontario website including our Bylaws, Strategic Plan and Board of Directors at [communitylivingontario.ca](https://communitylivingontario.ca).

#### Community Living Ontario

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