



**Board of Directors Nominee Application: 2018-2019**  
**Deadline for applications: 5:00pm, Friday, November 23, 2018**

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Thank you for your interest in joining the Concordia Greenhouse's board of directors! Please read the following document to help you decide if this is the right position for you, prior to submitting your application.

**ABOUT THE CONCORDIA GREENHOUSE**

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The Concordia Greenhouse's mission is to provide a welcoming, green space that fosters community by providing experiential learning opportunities within a year-round growing environment.

The Concordia Greenhouse Project is a collectively run, consensus-based, non-profit organization. It uses the Henry H. Hall Building rooftop greenhouse as a growing space geared towards community, education and sustainable horticulture. The Greenhouse is a year-round green space that hosts workshops, projects and events raising awareness around food issues and alternatives to mainstream consumerism.

We aspire to strengthen the urban agriculture movement at Concordia University and in Montreal by growing local produce using ecological practices, providing experiential learning opportunities through volunteering, internships and jobs, and networking with other like-minded individuals and organizations.

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**[www.concordiagreenhouse.com](http://www.concordiagreenhouse.com)**

Would you like to further your involvement in the Concordia Greenhouse as an administrator on our Board of Directors? Submit your application to run for our election at our **Annual General Meeting (AGM)** on **November 27th** from **6-8pm**.

During our AGM, members of the Concordia Greenhouse (undergraduate students, staff, volunteers, interns, apprentices, and current board members) will elect new board members.

### ***What does being on the Board imply?***

Being a member of the Board of Directors (BOD) is an excellent way to be more involved in the shaping of the Greenhouse activities and gain valuable experience working and collaborating with a non-profit organization!

It means you will be responsible for working with other board members and the collective itself to make some decisions about finances, governance, policy and future projects.

Board members are responsible for providing accountability to the vision of the organization, developing long and short-term strategic plans and organizational policies and financial oversight, while staff members fulfill the day to day operations and decision-making.

## **KEY FEATURES OF OUR 2018-2019 BOARD OF DIRECTORS**

### **Orientation and Board Training**

The initial orientation phase requires all new board members to attend a two (2) day Board Orientation session to be held on **December 8th and 9th** (both are full days).

### **Stability:**

It is important for board members to have good communication skills, attend trainings, and board meetings, and to fulfill their full-term in order for the organization to function smoothly and productively.

### **Time Commitment:**

In general, you can expect to contribute between **ten to fifteen (10-15) hours per month** on basic board member duties, which include attending monthly **Board of directors (BOD) AND work group meetings**. As meetings take place on weekday evenings, members of the Concordia Greenhouse BOD should expect to participate in two (2) to three (3) weekday evening meetings per month. Directors are expected to participate in at least one work group (See: below), or they can volunteer to be the chairperson for a semester. In which case, expected duties would be, but not limited to: creating and sending out the meeting agenda; providing follow-up on assigned tasks; setting meeting schedules as well as ensuring proper attendance; ensuring meeting minutes are proper and filled in the right location; and various other tasks related to meeting management. Specific training will be provided to anyone wishing to fulfill this duty. If interested, please indicate so in your application.

## **Potential Work Groups**

We are looking for new board members to join our team for the following work groups. A strong board has members with the skills that are needed to make informed decisions. This year, we have identified the following skill sets as most needed by our board. Please take a look at each work group and the skills required and let us know what you can bring to our dynamic team! Please outline which work group(s) you are interested in joining and the reasons why you are interested in your application.

### **Fundraising**

- Grant writing
- Fundraising campaigns

### **Finance**

- Background in accounting or financial management
- Experience in financial policy development
- Experience in setting long-term financial goals and strategies to carry them out

### **Human Resources**

- Experience with hiring, evaluations, and conflict resolution
  - Prior knowledge of various policies governing employment and conflict resolution within similar organizations
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## **Qualifications of board applicants**

- 18 years or older
- Able to serve a one or two year commitment
- Possess the skills and expertise required to address this year's board priorities, as identified through the list of potential work groups

## ***What is the process of becoming a Concordia Greenhouse Board member?***

1. Individuals can contact the Concordia Greenhouse during the nomination period which ends at **5:00pm on Friday, November 23rd** and submit their application along with any questions you may have by the deadline.

2. Our team will contact you to answer all your questions, and explore whether your profile is aligned with the needs and roles on our board.

3. A portion of your written statement will be posted on the Concordia Greenhouse website, and attached to the newsletter so the Concordia Greenhouse community has

the opportunity to familiarize themselves with you in advance of the AGM. Please make sure your statement contains only information that you are comfortable sharing publicly.

4. Successful candidates *must* attend the Concordia Greenhouse's AGM on November 27th, 2018 from 6-8pm, where they will be asked to briefly present themselves in 1 minute or less (candidate statements will also be projected on the screen for people to read.)

5. The Concordia Greenhouse's membership (undergraduate students, volunteers, apprentices, interns, staff, and board) elects new board members at the AGM on November 27th, 2018, from 6-8pm by private ballot.

*You are also welcome to contact the current board at: [info@concordiagreenhouse.com](mailto:info@concordiagreenhouse.com) or by calling (514) 848-2424 ext. 5134 with any further questions.*

**Completed applications must be submitted no later than 5:00 pm on Friday, November 23rd by email to: [info@concordiagreenhouse.com](mailto:info@concordiagreenhouse.com)  
(see board nominee form to complete below)**



## BOARD MEMBER NOMINEE FORM

### A. BASIC INFORMATION

Full Name: \_\_\_\_\_

### B. CONTACT INFORMATION

Phone: \_\_\_\_\_

Current Concordia Undergraduate student? YES NO

Email: \_\_\_\_\_

### C. REFERENCE

Full Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### D. WRITTEN STATEMENT (300-500 words)

List 5 - 7 attributes, assets, skills or interesting background information about yourself that you feel would be relevant and productive as your contribution to the Greenhouse board of directors. This can be in paragraph or bullet form, the choice is yours!

To help guide you, consider the following questions when making your list:

- What would you like us to know about you?
- What are your motivations for applying?
- What skills and/or experience can you contribute? Specifically, which of the above mentioned work groups would you like to be involved with? How do you see yourself contributing to this work group?
- What networks, groups or social movements are you involved in, or have been, that you believe could serve as a fundamental asset to the organisation?

This brief statement will be posted on the Concordia Greenhouse website and newsletter. Make sure that your statement contains only information that you are willing to share publicly. You can provide additional detail in your presentation at the AGM.

Thank you for your application!