

INSTRUCTIONS - APPLICATION FOR COMMITTEE CHAIR OR COMMITTEE MEMBER – 2019

It is important for applicants to commit to attending all scheduled meetings.

The Application Form, Skill Set Guidelines and Terms of Reference are appended as separate documents.

1. Excerpt from RTO/ERO's Privacy Code.

(A full copy may be downloaded at: <https://www.rto-ero.org/legal-notice>

"...RTO/ERO values the relationship it has with its members and therefore is committed to respecting their privacy. We protect this privacy by maintaining personal information in the strictest confidence and securing it using appropriate safeguards, which are further described below. RTO/ERO does not share members' information with other organizations without their explicit consent and does not sell members' personal information...."

2. Deadline Date/Submitting the Application

Applications from Members must be received at the RTO/ERO Provincial Office on or before the close of business on **Monday, April 1, 2019**. Applications are to be forwarded to Muriel Howden at the Provincial Office via:

- a) Mail (18 Spadina Road, Suite 300 Toronto, ON M5R 2S7)
- b) Fax: 416-962-1061
- c) Email: mhowden@rto-ero.org

Note: If you do not have access to your District Executive signature, please type their name and position in the relevant section of the form, asking them to confirm their support via email to mhowden@rto-ero.org

3. Request for Reappointment or Extension - Existing Committee Members

(A Reappointment is a request for a full three-year term of office, whereas an Extension is a request for continuation of office for less than 3 years.)

Committee members with their term ending on May 31, 2019, who wish to apply for a reappointment or extension are required to complete a summary on related experience and reasons for the reappointment or extension request.

Complete only **Section 1 - Application Information** (p.1) and **Section 4** (p.4) on the application form.

4. Nomination Committee

Members wishing to run for the Nomination Committee must complete a separate application form and may not apply for a position on a Standing or Advisory Committee in the year in which they are serving on the Nomination Committee.

5. 2019 Committee Vacancies

a) Standing Committees

COMMITTEE	MEMBER
Audit	0
Benefits	2
Governance	1
Nomination (must apply on separate form)	4

b) Advisory Committees

COMMITTEE	CHAIR	MEMBER
Marketing and Communications	1	3
Member Services	0	4
Political Advocacy	1	3
Project - Service to Others	0	0