

Requirements & Guidelines for Nomination for appointment to Swansea Town Hall Board of Management

1. GENERAL ELIGIBILITY

(i) Requirements

Swansea Town Hall Board of Management (BOM) is a City appointed board.

To be eligible for appointment to the BOM, you must be:

- a) A resident of Toronto, and
- b) At least 18 years old.

(ii) Ineligibility

- a) Relatives of current Members of Council, City staff or employees of City agencies and corporations, are not eligible to serve as a member on the BOM.
- b) Individuals serving on another City board are not eligible for appointment to BOM in the same term.

(iii) Guidance

- a) The majority of board members must reside in the BOM's catchment area as defined in its Governing By-Law [s. 2.2(e)]. Generally, the catchment area is slightly larger than that known as the former Village of Swansea.
- b) You do not have to be a Canadian citizen

2. BOM RESPONSIBILITIES

The responsibilities of the BOM include the following specific matters:

- a) the overall management, operation and maintenance of Swansea Town Hall ensuring compliance with the relevant by-laws, applicable laws and applicable City policies;
- b) the overall development, funding and management of all Swansea Town Hall programs;
- c) the approval of the annual administrative budget for recommendation to City Council;
- d) the approval of the annual report for submission to City Council;
- e) the approval of all programs including fees for the use of the facilities and programs if applicable;
- f) the development of resources to support activities, programs and services of Swansea Town Hall;
- g) the hiring and evaluation of Swansea Town Hall's Executive Director; and
- h) the approval of Swansea Town Hall's Annual Financial Statements for audit purposes and receiving the report of the Auditor

3. MEMBERS OF THE BOM RESPONSIBILITIES

In addition to meeting the BOM's collective responsibilities (itemized in section 2 above), each Board member is expected to:

- a) Attend Board Meetings (approx. 9 a year);
- b) Serve on at least one Board Committee;
- c) Review the Board packages in advance of Board Meetings and be prepared to contribute to and participate in meetings;
- d) Develop familiarity with the Constitution, Governance By-Law and Procedure By-laws and Board Manuals; and
- e) To develop, or have, an understanding of financial statements and budgets

4. QUALITIES AND QUALIFICATIONS OF NOMINEES

In addition to meeting the general requirements in section 1, all nominees (both community-elected and those nominated by membership-based groups) are required to:

- a) Have an ability to meet the collective and individual responsibilities of a Board Director as outlined in sections 2 and 3 above;
- b) Have an understanding of and commitment to the neighbourhood and community within the BOM catchment area;
- c) Understand the cultural and social diversity of the community;
- d) Have knowledge and understanding of community and public service;
- e) Possess good communication and decision making skills; and
- f) Have knowledge and experience in one or more of the following areas: finance, administration, marketing, property management, facilities operation, governance, organization development, labour relations, volunteerism, community activity and communications.

5. ADDITIONAL GUIDANCE FOR MEMBERSHIP-BASED NOMINEES

- a) The Nominee need not be an executive member of the electing community group but must be a member of the community group.
- b) The Nominee is expected to be a communication link between their community group and the Board and from the Board to the community group.