



Board of Directors Application Form 2024 – 25

Thank you for your interest in the Regional Tourism Organization 8/Kawarthas Northumberland

Board. RTO8 is looking to fill the following 4 vacancies to begin on June 24, 2024:

- City of Peterborough Representative
- Northumberland County Representative
- County of Peterborough Representative
- Kawartha Lakes Representative

Board of Directors Meetings

The Board of Directors meetings are held on weekday mornings, six to seven times per fiscal year. Each meeting is approximately two hours in length, and it is expected that each Director is engaged and attentive to the business of the Board. It is required that each Board Member attends a minimum of six (6) meetings per year. Directors are to attend a half-day orientation and a half-day strategic planning session in the Fall, along with the Annual General Meeting. Directors are also asked to sit on one committee of the board that meets as required virtually.

Responsibilities of RTO8 Board Members

Please see the Responsibilities of RTO8 Board Members on the 2024-25 RTO8 Public Board Notice, **found at <https://rto8.com/eoi-rto8-board>**

Application Form Completion

Please provide all information requested and respond to all questions within this form, including attaching additional information as appropriate. This form is to only be completed by the nominee/applicant.

Please note:

- Although the Board will endeavour to fill each of the vacancies listed for a three (3) year term, the minimum term of service as a board member is one (1) year
- RTO8 Board of Directors Members serve on a voluntary basis

All applications to join the Board of Directors must be submitted by 4:30pm on May 20, 2024.

To submit your application, please email this completed PDF to rto8eoi@gmail.com

1. Personal Information

| | | | |
|---|--|-------|--|
| Full Name | | | |
| Mailing address <i>(include PO Box if applicable)</i> | | | |
| Region of Origin <i>(please choose from the 4 regions listed on page 1)</i> | | | |
| Telephone # | | Email | |
| Business / Organization | | | |
| Position <i>(with the above business)</i> | | | |

2. Please Confirm That You...

| | | |
|---|-----|----|
| Reviewed the <u>RTO8 2024-2025 Business Plan</u> | YES | NO |
| Have attached a current resume | YES | NO |
| Are willing to consent to a police background check | YES | NO |

3. Board Competency Matrix

The Board of Directors strives to have a diverse and competent board composition. To this end, please complete the Board Competency Matrix.

Please enter "X" for the Geographic Area and Sector that applies to you.

| | | | | | | | |
|----------------------|--|------------------------|--|------------------------|--|-----------------------|--|
| City of Peterborough | | City of Kawartha Lakes | | County of Peterborough | | Northumberland County | |
|----------------------|--|------------------------|--|------------------------|--|-----------------------|--|

| | | | | | |
|----------------|--|----------------------------|--|------------------------|--|
| Attractions | | Culinary / Food & Beverage | | Financial Services | |
| Accommodations | | Culture / Entertainment | | Other Accommodations | |
| Agriculture | | Education / Training | | Other Service Industry | |

| | |
|---|--|
| Other Sector - <i>Please Note Here</i> | |
|---|--|

4. Skills & Experience

Please rate yourself on the following skills and experience using the following range:

"1" – Limited **"2" – Working Knowledge** **"3" – Good Understanding** **"4" – Extensive**

| | | | | | |
|------------------|--|-------------------------|--|--------------------|--|
| Board Experience | | Training & Education | | Sales / Revenue | |
| Governance | | Legal / Risk Management | | Strategic Planning | |
| Finance | | Marketing | | Technology | |
| Human Resources | | Research Education | | | |

5. Please provide detailed replies to the following questions.

Describe your experience with not-for-profit board operations, management and governance. Indicate any current or past boards and/or industry associations on which you have served, or other experiences you feel are relevant.

What do you believe to be the major concerns facing businesses and the tourism community within the Kawarthas Northumberland Region?

Tell us what you want to contribute or hope to achieve as a member of the RTO8 Board.

Have you ever ben involved with RTO8 to date? If yes, please explain

6. References

Please provide 2 references that support your appointment to the RTO8 Board of Directors. References must not currently serve on Board of Directors, work for you under your supervision, or be considered a conflict of interest in any other way. By providing the below information, you are giving RTO8 permission to make contract for the purpose of a reference.

| | |
|---|--|
| Reference #1 Full Name | |
| Email | |
| Telephone # | |
| Business / Organization | |
| Position <i>(with the above business)</i> | |

| | |
|---|--|
| Reference #2 Full Name | |
| Email | |
| Telephone # | |
| Business / Organization | |
| Position <i>(with the above business)</i> | |

By signing and dating this document, I agree that all information provided in this application is correct and valid to the best of my ability at the time of submission. I further agree to provide any further information upon the request of RTO8 and/or the RTO8 Board of Directors.

Printed Name of Applicant

Signature of Applicant

Date (*mm/dd/yyyy*)