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|---|------------------|--|
| Name:   |                  | Date:  |
| Address:  |                  |  |
| City:   | Province:        | Postal Code:   |
| Phone (day):  | Phone (evening): |  |
| Email address:  |                  |  |
| Occupation:   |                  | Resume included: Y <input type="checkbox"/> N <input type="checkbox"/> |
| Professional Affiliations/Designations:   |                  |  |
| Community Activities:   | Other Interests: |  |
| Languages: English <input type="checkbox"/> French <input type="checkbox"/> Other (please list):  |                  |  |
| Do you have Parkinson's Disease or are you closely affected, through care or interest, by someone who does? Y <input type="checkbox"/> N <input type="checkbox"/>                   |                  |  |
| I have reviewed the Board Director position description included with this application and confirm that I am willing and able to carry out the roles and responsibilities outlined: |                  |  |
| Name (print): _____ Signature: _____  |                  |  |

Please submit your application and resume by e-mail to Valerie Foote, Executive Assistant: [valerie.foote@parkinson.ca](mailto:valerie.foote@parkinson.ca) or by mail: c/o 4211 Yonge Street, Suite 316, Toronto, ON M2P 2A9. Applications must be emailed/post-marked no later than April 5, 2017.

### Board Director Criteria (please review the definitions provided on the following page before completing)

| Skills/Criteria                                      | Yes<br><input checked="" type="checkbox"/> | No<br><input checked="" type="checkbox"/> | Please provide details of your experience, credentials etc. |
|--|--|---|---|
| Analytical & Critical Thinking                       | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Inter-personal Communications                        | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Creative & Strategic Vision/Planning                 | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Board Governance Experience                          | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Financial/Investment                                 | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Communications/Public Relations/ Marketing Practices | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Risk Management                                      | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Corporate Expertise in Philanthropy/Fundraising      | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Legal  | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Health System  | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Research   | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Policy Development                                   | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Governance   | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |
| Human Resources                                      | <input type="checkbox"/>                   | <input type="checkbox"/>                  |   |

## Definitions

|  |  |
|--|--|
| Analytical & Critical Thinking                       | Ability to think analytically & critically, to evaluate different options, proposals & arguments & make sound decisions.   |
| Inter-personal Communications                        | Ability to effectively communicate ideas, positions, and perspective to peers, as well as understand the ideas, position, and perspective of their peers and facilitate resolutions of differences in the common interest.   |
| Creative & Strategic Vision/Planning                 | Experience with strategic planning, performance measurement & business planning.   |
| Board/Board Committee Experience                     | Strong understanding & experience with the appropriate roles, group processes and corporate bylaws and policies that form systems of not-for-profit governance. Demonstrated judgment and integrity in an oversight role. Experience serving on a not-for-profit board or governance committee and/or senior level experience working with other boards. Experience serving on a national board would be advantageous. |
| Financial/Investment                                 | Senior executive experience in financial accounting and reporting and corporate finance (designation preferable). Comprehensive knowledge of internal financial controls, financial operational planning and management in a not-for-profit organization that includes expertise in auditing, evaluating and analyzing financial statements.   |
| Communications/Public Relations/ Marketing Practices | Senior executive or consulting experience (designation preferable) with the planning, design, implementation and evaluation of strategic communications, advocacy and/or government relations initiatives. Experience with marketing and/or branding initiatives an advantage. Knowledge and/or influence with media.  |
| Risk Management                                      | Senior executive or consulting in analyzing exposure to risk in the private, public or not-for-profit sector and successfully determining appropriate measures to manage such exposure.  |
| Corporate Expertise in Philanthropy/Fundraising      | Senior executive or consulting experience with the planning, design, implementation and evaluation of major funding raising initiatives, including experience with outreach to major donors.   |
| Legal  | Expertise/experience in the law (designation preferable), particularly as it relates to subjects of relevance to not-for-profit institutions.  |
| Health system  | Individual with knowledge of, or with influence in, a health/health care system.   |
| Research   | Individual having expertise in research and/or its administration, particularly as it relates to subjects of relevance to Parkinson's.   |
| Policy Development                                   | Knowledge of and/or influence with government.   |
| Governance (work-related)                            | Senior executive or consulting expertise in the governance of not-for-profit organizations.  |
| Human Resources                                      | Senior executive or consulting experience in human resources (designation preferable) particularly in the areas of change management, organizational development and leadership.   |
| Commitment to Parkinson Canada                       | Demonstrate a strong understanding and commitment to Parkinson Canada's vision and mission, willing and able to meet the performance expectations as outlined in the position description (see signature section of application form).   |

|                                     |  |
|-------------------------------------|--|
| <b>Overview</b>                     | The Board of Directors governs Parkinson Canada Inc. (PCI). Individual Directors support the work of Parkinson Canada by providing oversight, leadership and strategic advice. While day-to-day operations are led by the Parkinson Canada Chief Executive Officer, the appropriate involvement of Directors is both critical and expected.  |
| <b>Accountability</b>               | A Board Director is accountable to the Board, the Parkinson community and the community at large including donors and other stakeholders. The Board of Directors is collectively accountable for the organization's performance in respect to its mission and for the stewardship of its financial resources.  |
| <b>Roles &amp; Responsibilities</b> | <p><b><u>Oversight</u></b></p> <ol style="list-style-type: none"><li>1. Review the agenda and supporting materials prior to Board and committee meetings</li><li>2. Attend and actively participate in Board, committee and other leadership meetings and other events such as the Annual General Meeting</li><li>3. Participate in the development of the Parkinson Canada Strategic Plan and approve the plan, annual budget, audit reports and material business decisions</li><li>4. Review outcomes and metrics created for evaluating Parkinson Canada's impact and regularly measure its performance and effectiveness using those metrics</li><li>5. Be informed of, and ensure Parkinson Canada meets all of its legal and fiduciary responsibilities</li><li>6. Contribute to the annual performance evaluation and compensation review of Parkinson Canada's Chief Executive Officer</li><li>7. Work with other Directors to ensure that Board resolutions are carried out</li></ol> <p><b><u>Leadership and Advice</u></b></p> <ol style="list-style-type: none"><li>8. Serve on at least one Board committees or task force and take on special assignments as required</li><li>9. Assist in identifying and recruiting other Directors</li><li>10. Participate in the Board's meeting evaluation process</li><li>11. Participate in the Board's annual board assessment process</li><li>12. Participate in any offered development events and/or opportunities</li></ol> <p><b><u>Stakeholder Engagement</u></b></p> <ol style="list-style-type: none"><li>13. Represent Parkinson Canada to stakeholders, acting as an ambassador to enhance the position and mission of the organization</li><li>14. Ensure that the work performed by the Board is transparent and is well communicated to members and other stakeholders as deemed appropriate</li><li>15. As appropriate, assist Parkinson Canada in its outreach to potential partners, donors and others providing, relationship-building support</li><li>16. Be willing to use influence in the community to enhance Parkinson Canada's position</li></ol> <p><b><u>Other</u></b></p> <ol style="list-style-type: none"><li>17. Make a financial contribution to Parkinson Canada each year, encouraging additional support from others</li><li>18. Act in a courteous, patient, tactful, impartial and fair manner</li><li>19. Be a clear and fluent communicator, capable of making informed decisions</li></ol> |
| <b>Term</b>                         | A Parkinson Canada Director will normally serve a three-year term and be eligible for reapplying for up to two additional terms to a maximum of nine years of total service. Board members wishing to serve additional terms must re-apply and be considered based on the criteria in place at the time of application. A Board member's performance while serving on the Parkinson Canada Board will also be taken into consideration as part of the evaluation process.  |
| <b>Time Commitment</b>              | 120-150 hours annually   |
| <b>Description Review</b>           | The Board's Governance and Nominating Committee annually reviews the Board Director position description and may recommend changes for Board approval.   |