



CJI Board of Directors’ Application Package

MISSION

“To inspire safe, healthy and peaceful communities, one resolution at a time.”

VISION

“We envision connected, peaceful communities where all conflict is resolved in a restorative way.”

Thank you for your interest in the Board of Directors at Community Justice Initiatives (CJI). This package provides information on the board mandate (including scope, appointment and duties and responsibilities), a detailed Director job description and a formal member application form.

The work of CJI is focused on restorative justice. We run a variety of programs that seek to bring peaceful solutions to situations of conflict or harm, including mediation services, support for persons affected by sexual trauma, and support for federally sentenced women.

The Nominations Committee is particularly interested in people who possess energy and commitment towards building a safer, more connected community. We are looking for people who have experience and interest in one or more of the following areas.

Finance	Community Relations	Conflict Management
Fundraising	Education	Theology
Administration	Law	

BOARD MANDATE

Scope

The Board of Directors (the “Board”) is responsible for the stewardship of CJI and overseeing the management of CJI’s business and affairs. In doing so, it must act honestly, in good faith, and in the best interests of CJI. The Board guides CJI’s strategic direction, evaluates the performance of the Executive Director, monitors financial results and is ultimately accountable to the members, clients, funders, suppliers and employees. The Board is composed of independent and unrelated directors. A ‘director’ means a Board member.

Appointment

Directors are elected annually by the members of CJI at the Annual General Meeting. These directors together with those appointed to fill vacancies or appointed as additional directors throughout the year, collectively constitute the Board of Directors. According to the by-laws, the Board consists of not less than 10 directors and not more than 14 directors.



Duties and Responsibilities

Corporate Strategy

The Board is responsible for reviewing and approving the budget and financial goals of CJI as well as longer term strategic plans, and monitoring throughout the year the progress made against these goals. Long-term goals and strategies of CJI are developed with the Board.

Meetings

Meetings of the Board will be held on the last Wednesday of the month excluding December, July and August and at such other times as may be deemed necessary. The Board and its committees can and do meet independent of management.

Selection of Management

The Board is responsible for appointing the Executive Director ('ED') as well as monitoring and evaluating the ED's performance and approving the ED's compensation. The Board also ensures that adequate plans are in place for management development and succession and conducts an annual review of such plans.

Fiscal Management and Reporting

The Board monitors the financial performance of CJI, ensuring with the advice of the external auditors that the financial results are reported to members and funders on a timely and regular basis and in accordance with generally accepted accounting principles. The Board also recommends to members the appointment of auditors and the authorization of the Board to fix the auditor's remuneration.

Legal Compliance

The Board is responsible for overseeing the compliance with all relevant policies and procedures by which CJI operates and ensuring that CJI operates at all times in compliance with all applicable laws and regulations, and to the highest ethical standards.

Statutory Requirements

The Board is responsible for approving all matters that require Board approval as prescribed by applicable statutes and regulations. Management ensures that such matters are brought to the attention of the Board as they arise.

Formal Board Evaluation

The Board conducts an annual evaluation and review of the performance of the Board, Board committees, and the Chair of the Board. The Nominations Committee reviews the results of such evaluation and together with the Chair of the Board, discusses, with the full Board results of the evaluation and potential ways to improve board effectiveness.



DIRECTOR JOB DESCRIPTION

Community Justice Initiatives (CJI) is governed by a Policy Governing Board, which governs the organization by making policy. This policy determines the long-term direction of the organization. The Board of Directors is the legal authority for CJI.

The Board hires an Executive Director to implement the Board's policies, and to manage the day-to-day business of the organization. The Executive Director is accountable to the Board. The Board oversees and approves an annual performance review to measure the Executive Director's effectiveness. In turn, the Board assesses its own effectiveness and performance against set objectives (at a minimum annually).

Time Commitment

- Directors serve for a two-year term.
- Directors may apply for a second and a third two-year term before being required to step down.
- Directors are required to attend one meeting per month except July and August. The monthly meeting schedule is the last Wednesday of the month 7 p.m. – 9 p.m.
- Additional committee meetings, attendance at public functions, and fundraising activities as required.

Responsibilities (may vary based on specific role)

- Attend monthly Board meetings on a regular basis and read the minutes of Board meetings
- Agree to actively participate on at least one Committee
- Attend Annual General Meeting and Strategic Planning Meeting
- Be familiar with and be able to articulate CJI's vision, mission and values
- Act in a position of trust for the Community
- Ensure the effective governance of the organization
- Attend community functions as a representative of CJI
- Continually build public awareness of CJI, its values and its programs
- Ensure financial accountability of CJI and monitor financial performance
- Approve the annual budget
- Spearhead fundraising initiatives and ensure sufficient funds are available
- Provide leadership and direction
- Prepare for and participate in the discussions and the deliberations of the Board
- Establish and act upon policies, objectives and priorities that reflect the needs of the organization
- Ensure the organization is complying with all legal requirements
- Ensure the organization has sufficient and appropriate human resources
- Signature on a policy of Confidential and Conflict of Interest is required from all Board members

Training

- An orientation session about CJI and its services is made available to Board Members including a Board of Directors' Orientation Package
- Position descriptions outlining roles and responsibilities are made available



BOARD MEMBER APPLICATION

Community Justice Initiatives (CJI) is a community-based organization whose programs are founded on the principles of restorative justice. Since 1974, CJI has been a leader in initiating services for individuals affected by crime, abuse and conflict. Their work is accomplished by a core group of staff and a large number of trained volunteers.

CJI's mission is to seek peaceful solutions for safer communities through support, education and reconciliation.

CJI seeks to:

- Foster restorative justice principles through accountability, acknowledgement, redress, and reconciliation in situations of conflict or harm.
- Respond to the emotional, physical and/or financial needs experienced by victims of crime
- Promote and encourage respect and reconciliation among individuals and groups who have experience a breakdown in communication
- Include, value and empower all persons equally
- Educate the community about mediation, reconciliation and sexual trauma

The Board of Directors at CJI is drawn from the community. The term of office is for two years and can be renewed twice for a total of six years before a break in service is mandated. We review applications for directors in April and confirm our new Board of Directors at our Annual General Meeting each year. We are pleased to accept applications at any time of year. We seek diversity and encourage anyone who shares the values of restorative justice to consider becoming a part of our board.

Name: _____

Address: _____

Phone: (H) _____ (W) _____ (Cell) _____

E-mail: _____



To help us assess your potential contribution to the CJI Board, please complete the following:

1. Why would you like to be a CJI Board Member?

2. How much time can you give?

3. What aspects of your work experience, skills and interests do you feel would be assets to the CJI Board and/or organization?

4. List some of your other volunteer activities. What motivates you as a volunteer?

5. What do you expect from the senior staff of an organization on whose board you serve?

6. What personal aspirations will be enhanced by service on our board?

7. As you think about the three primary board roles – ambassador, advisor, and asker, in which role would you like to be most active?



Note: Please attach a copy of your personal or professional resume to this application form.

References:

1. _____
2. _____
3. _____

Please return your completed profile form to:

Mail:

Community Justice Initiatives
49 Queen St. N.
Kitchener, ON N2H 2G9
Attention: Board of Directors Nominating Chair

E-mail: info@cjiwr.com

Website: www.cjiwr.com

Phone: 519.744.6549

Thank you for your interest in joining CJI as a volunteer Board Member.