

## Employment Accessibility Resource Network Steering Committee

### Application Form

#### 1. Instructions

(a) To apply to become an EARN Steering Committee member, you must submit:

- a letter of interest
  - a resume highlighting the competencies and expertise you bring to EARN (see page 4)
  - a letter of reference from
    - i. your organization (if applicable) which also indicates acknowledgement of the time commitment to the monthly Steering Committee Meetings
- or**
- ii. a business contact for whom you have worked (if outside traditional employment, i.e. business owner)

(b) Please submit your completed application and resume by mail or email using the address below:

EARN Steering Committee  
363 Coventry Road  
Ottawa, ON K1K 2C5  
or  
sbruce@unitedwayottawa.ca

(c) The deadline for this application is **June 28, 2019**.

(d) For more information about this application process, please contact Shannon Bruce, Manager, Business Development, at the email above or at 613-295-5312.

#### 2. Eligibility Criteria and Conditions of Appointment

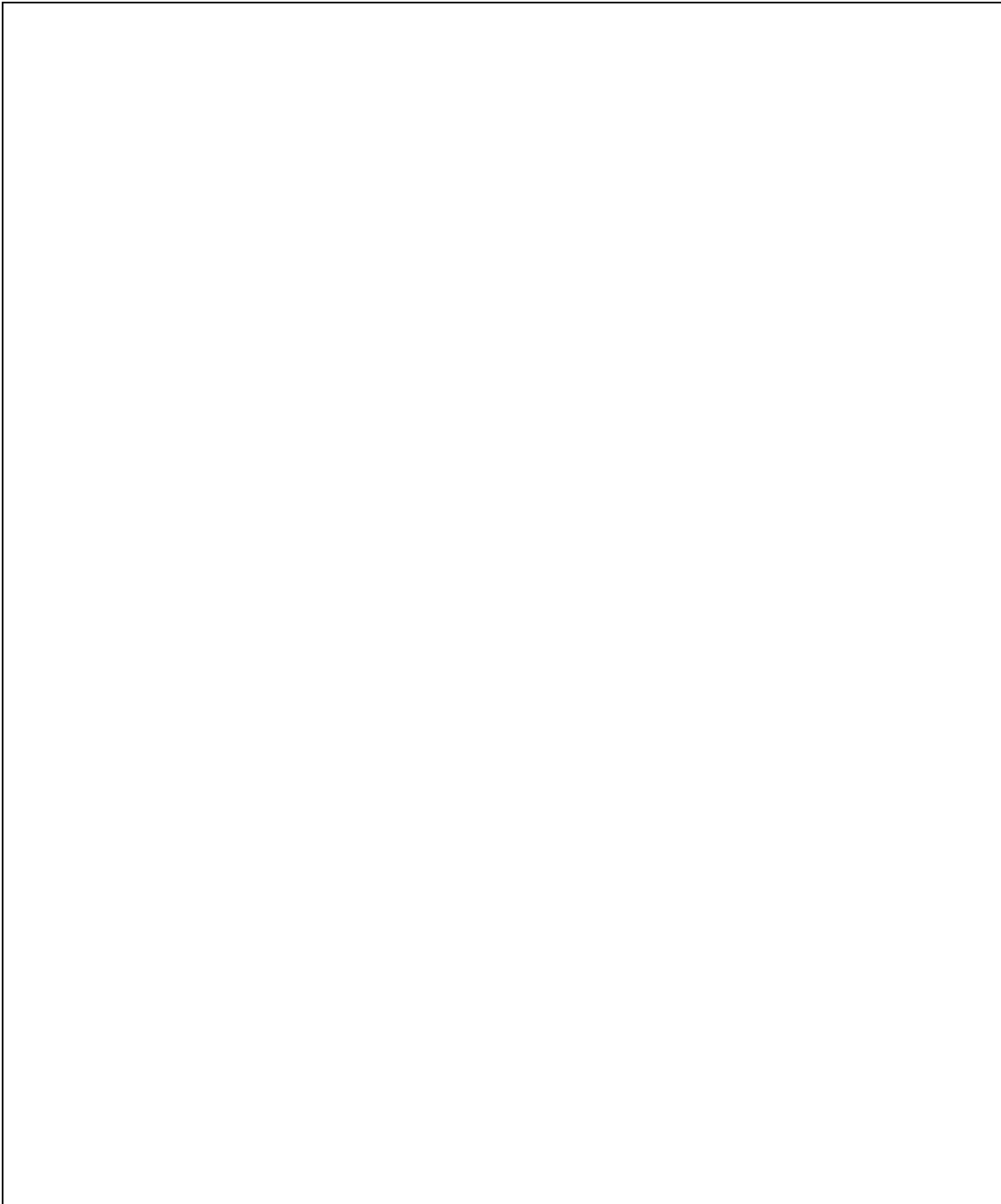
(a) Steering Committee representatives must be at least 18 years old.

(b) Each Steering Committee representative is expected to commit approximately 4 hours per month, for a three-year term.

(c) Representatives must fulfill the requirements and responsibilities of the role – for example, preparing for and attending meetings, and working cooperatively and respectfully with colleagues. Representatives must comply with EARN's Guiding Principles and all other applicable policies.

#### 4. Commitment to mission and values

Steering Committee representatives help serve as stewards for the organization. They contribute to creating an environment that translates the [mission and values](#) into policies, programs and strategic direction. Describe in your own words how you can contribute to the mission and values of EARN.



## 5. Declaration

By submitting this application, I declare the following:

- (a) I meet the eligibility criteria and accept the conditions of selection set out above;
- (b) I have read the Terms of Reference for Steering Committee representatives;
- (c) If my application for a position as a Steering Committee representative is approved and I agree to act as a representative of EARN, then in that capacity I shall at all times act honestly and in good faith, in the best interest of the network and abide by EARN's Guiding Principles and Terms of Reference; and
- (d) I fully understand that any errors in my application may result in my application for consideration being refused or revoked. I undertake to advise EARN immediately in writing of any change in the information contained in this application.

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Name of Applicant (please print)

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Signature of Applicant

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Date (yyyy/mm/dd)

## **EARN Steering Committee Member Competencies and Expertise**

The EARN Steering Committee selects individuals for the knowledge, skills, and experiences they would bring to its committee.

### **Communication and Teamwork**

- Listens well and respects those with differing opinions, yet shows independent judgement
- Possesses good interpersonal skills, is a team player, and works effectively with other members
- Communicates ideas and concepts effectively
- Respects and maintains the confidentiality of EARN information and Steering Committee deliberations

### **Engagement and Commitment**

- Reads materials and comes to meetings prepared to engage in meaningful discussion and thoughtful decision-making (Renewal Criteria: attend a minimum of 5 meetings per year)
- Supports decisions made by the Steering Committee once decisions have been made
- Actively promotes EARN externally and recruits new members; attends EARN events and contributes to EARN's online presence
- Shows passion for and is willing to advocate on EARN's behalf

### **Community Connections**

- Has demonstrated the community influence required to play a strong advocacy role
- Facilitates introductions to people and organizations to move forward on EARN's agenda
- Appropriately leverages personal and professional connections to business and community partners
- Engages at a variety of community tables - presents the EARN cause, sees connections to EARN work, and brings back relevant information to the network

### **Role in Meetings**

- Contributes special skills, knowledge, and talents
- Thinks strategically in assessing situations and offering alternatives
- Thinks independently – will express views contrary to the group and raise concerns where applicable
- Actively and appropriately participates in discussions (e.g., asks incisive questions, listens carefully to others, offers insights and ideas, and shares “air time”)

### **Demonstrated Knowledge / Member Complement**

- Demonstrated knowledge of the experience and strengths of people with disabilities
- Demonstrated knowledge of barriers to employment for people with disabilities
- Demonstrated knowledge of Ottawa's labour market

Note that the EARN Steering Committee strives to have at least one member with lived experience.