

Employment Accessibility Resource Network Steering Committee

Application Form

1. Instructions

(a) To apply to become a 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 to the address below:

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

(c) 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. Must comply with EARN's Guiding Principles and all other applicable policies

3. 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.

4. 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.

Name of Applicant (please print)

Signature of Applicant

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.

Communications 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 / 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
- Engaged 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.