

Employment Accessibility Resource Network Steering Committee

Application Form

1. Eligibility Criteria

- Steering Committee representatives must be at least 18 years old.
- Each Steering Committee representative is expected to commit approximately 4 hours per month, for a three-year term (typically a 1.5 hour monthly meeting, and potentially other contributions including events and reviewing documents as examples).
- 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 also comply with EARN's Guiding Principles and all other applicable policies

2. Instructions

To apply to become an EARN Steering Committee member, we ask you to:

- Complete the Statement of Interest which describes your commitment to EARN's mission and values (see page 2) and highlights the competencies and expertise you would bring to EARN (see page 4)
- Provide a link to your Linked In profile or a copy of your most recent resume (optional)
- Complete the Time Commitment Acknowledgement

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 earn@unitedwayeo.ca

For more information about this application process, please contact earn@unitedwayeo.ca

3. Statement of Interest

In 500 words or less, please describe your interest in joining EARNs Steering Committee and your commitment to EARN's [vision, mission and goal](#).

Using the "Competencies and Expertise" list on page 4, please describe the attributes that you feel you will bring to EARN.

Acknowledgement of time commitment: "The employer/organization I am representing supports my involvement and allows me the time needed to participate in this Steering committee". **Initial here:**

LinkedIn Profile Link (or attach a copy of your most recent resume with your submission). **Insert link here:**

4. Declaration

By submitting this application, I declare the following:

- I meet the eligibility criteria and accept the conditions of selection set out above;
- I have read the Terms of Reference for Steering Committee representatives;
- 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
- I acknowledge the time commitment required for this committee and have discussed this with my employer/organization. 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 include members with lived experience.