



FAQs for Candidates

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How to Use the BoardMatch Fundamentals System

Q1: How can I apply to BoardMatch Fundamentals and board postings?

A:

1. The entire registration process including the required BoardMatch Fundamentals Orientation takes approximately 2 hours and can be split into several sessions if you prefer.
2. Go to the BoardMatch Fundamentals Website at www.boardmatch.org.
3. Click on "Candidate Login" on the menu bar at the left side of the screen, then click on "to register as a New Candidate click here" towards the top right corner of the next screen.

4. Complete the brief Registration Form by providing your contact information.
5. Complete the Registration Detail, Qualifications, Position Matching and Demographics Forms). Cut and paste your resume onto the Qualifications Page where your Word document will automatically be converted to Text form.
6. Take the BoardMatch Fundamentals Orientation.
7. After you complete the first registration form, a Release form will be e-mailed to you. Please sign, date and fax it back to BoardMatch Fundamentals:
 - a. in **Calgary** at 403 265 8981 or mail to BoardMatch Fundamentals Calgary 1202 Centre Street SE. Calgary, AB T2G 5A5.
 - b. in **Fredericton** at 416 597 2293 ext. 241 or 1 800 263 1178 or mail to BoardMatch Fundamentals 2 Carlton Street, Suite 600 Toronto, ON M5B 1J3.
 - c. in **Greater Toronto Area** at 416 597 2293 ext. 241 or 1 800 263 1178 or mail to BoardMatch Fundamentals 2 Carlton Street, Suite 600 Toronto, ON M5B 1J3.
 - d. in **Greater Vancouver** at 604 875 0710 or BoardMatch Fundamentals Vancouver. 1183 Melville Street, Vancouver, BC V6E 2X5.
 - e. In **Thunder Bay** at 807 622 6435 or BoardMatch Fundamentals Thunder Bay. 125 S. Syndicate Avenue. Unit 13 Victoriaville Mall. Thunder Bay, ON P7E GH8.
8. After you have completed all registration steps, identify 3-4 board postings of organizations whose mission aligns with your

interest and passion, and who you would like to interview with, and "Apply" to each of them.

Once you have completed all the steps listed above, you will be contacted directly by the organizations that you have applied to. They will normally get back to you within 2 weeks. However, these organizations are usually extremely busy serving their clients, so if you do not hear from them immediately, please do not be discouraged. BoardMatch Fundamentals will tactfully remind agencies to contact you within a reasonable period of time. With your permission, agencies may review your profile/resume and invite you to interview with them. Please review their posting online and respond in a timely fashion.

The entire registration process takes about 2 hours and can be broken up into the stages. Click [here](#) to see the registration process diagram.

Q2: Where does one find the online orientation on the website?

A: BoardMatch Fundamentals orientation is the sixth menu item on your candidate portal.

1. Go to the website: www.boardmatch.org.
2. On the left-hand margin of the home page, click on Candidate Login.
3. On the Candidate Login page, enter your entire email address and password.
4. Click on the button Login.
5. This will take you to your Candidate Portal.
6. Click on Board Orientation.

Q3: Is the on-line registration system fully compatible with Macintosh computers?

A: There should be no problem with the Macintosh or any other system as the program is web-based. If problems persist please report to us by clicking [here](#).

Q4: If I have forgotten my password how do I track it down?

Go to the [Candidate Login](#) screen and click on 'got your password? An email will be sent to the administrator who will provide you with your correct password.

Why won't the site accept my email address?

A: Contact your local BoardMatch Fundamentals office (see Contact Us) if this happens.

Q6: Is there a print option available for the online learning?

A: Yes, but it can only be printed one page at a time. Click on "Ctrl" and "P" at the same time, or click on "File," then "Print" on your browser (Internet Explorer, Netscape, AOL, etc.)

Q7: How will a candidate know that his/her application has been forwarded by the system to the organization?

A: The system will indicate that your application has been successfully submitted to the organization.

Q8: I am attempting to complete the Final Quiz for the BoardMatch Fundamentals orientation but get an internal system error when I submit my responses. How do I complete the orientation?

A: Contact your local BoardMatch Fundamentals

office (see Contact Us) if this happens.

Q9: What does the following phrase mean? “(Charitable Organization Name) has changed your application status for General Board Member position to Offer Extended”?

A: The organization to which you applied and interviewed with, has now offered you a volunteer board position. Please login to your portal and change Offer Extended to Accept (or Decline) accordingly, and contact the organization to finalize your agreement.

Q10: Can an organization search applicant profiles to see if there is an appropriate candidate that might meet its requirements, just as candidates can search organizations?

A: Yes, as discussed above under “ How can I apply to BoardMatch Fundamentals and board postings”, as you work your way through the registration process, you have the option of enabling participating organizations to review your profile/resume and thereafter invite you to interview with them. The BoardMatch Fundamentals system will advise and direct you regarding such invitations. Again, please respond in a timely fashion.

Q11: What are my options if an organization offers me a committee position instead of a full board position?

A: BoardMatch Fundamentals candidates are oriented to the roles, responsibilities, duties and liabilities of a board member, and through the matching process, come to expect that any offer will be at a board level. BoardMatch Fundamentals is primarily mandated to place candidates on

boards of directors versus board committees or as program volunteers. However, some organizations prefer to have new members apprentice on a board committee prior to appointment to the full board. You may choose to follow this path, or seek out a full board position with another organization. Please remember to login to your portal and change Offer Extended to Accept or Decline.

Q12: Whom can I turn to for support if I have questions about the BoardMatch Fundamentals Service?

A: If you can't find the answer in the FAQs; you may contact your local BoardMatch Fundamentals office via e-mail or by phone (see Contact Us).

What is BoardMatch Fundamentals

Q1: What is BoardMatch Fundamentals?

A:

1. BoardMatch Fundamentals is a service that enables talented and enthusiastic individuals to find positions on the volunteer boards of directors of charitable organizations in Calgary, Fredericton, Greater Toronto Area, Greater Vancouver, and Thunder Bay. Over the past 68 months, we have placed more than 1300 volunteers on the boards of over 400 charitable organizations.
2. BoardMatch Fundamentals is a program of Altruvest Charitable Services, a registered charity based in Mississauga, Ontario. The program is funded by foundations (e.g., The Counseling Foundation of Canada, The J.W.

McConnell Family Foundation, RBC Foundation, Imperial Oil Foundation), the Canadian Heritage, private corporations (e.g. Bell Canada, Maritz), and supported by the United Way of Canada and local Volunteer Centres. For a complete list of our Altruvest supporters please click on "Donors & Sponsors" on the menu bar. Altruvest is pleased to be collaborating with Volunteer Calgary, Volunteer Thunder Bay and Volunteer Vancouver to bring BoardMatch Fundamentals to their respective cities.

3. Further information about Altruvest Charitable Services can be found at www.altruvest.org and about the BoardMatch Fundamentals program at www.boardmatch.org. via "Program Overview" link.

Q2: What do board members do?

A:

- Board members are critical supporters of the charitable organization. Collectively, board members govern-carrying out strategic planning on long-term goals, manage, set out policies, fundraise, and enhance the organization's public image. Using their contacts and professional expertise in engineering, finance, human resources, information technology, law, marketing, operations management, public relations, etc. board members advocate, organize events, foster alliances between the agency and other groups, and serve as "in-house" consultants.
- Board members hold a fiduciary

responsibility. They hold the agency accountable to the public, including clients and funders. Through activities such as policy making, reviewing financial statements, strategic planning, human resource planning, organizational development, and hiring and evaluating the performance of the executive director, the board works to ensure the organization fulfills its legal, ethical and financial obligations.

Q3: What does board service require?

A:

- Commitments are dependent on the organization, typically 5 to 12 hours a month.
- Term of service varies from two to four years, again dependent on the organization.
- Dedication to the work of the agency and its vision for the future.
- Willingness to contribute your expertise and to work in different areas of agency governance, including committee work, cultivating contacts and fundraising.
- Tolerance of differing views-a sense of humour helps!

Q4: Who qualifies?

A: Board candidates should possess the following:

- Post-secondary degree or diploma with at least 2-3 years of experience (or equivalent post-graduate education)

preferred, in the following fields:
accounting, engineering, finance, human resources, information technology, law, marketing, social welfare, project/operations management, public relations, etc.

- Leadership and critical thinking skills.
- Ability to work effectively as part of a team.
- Previous volunteer experience is a plus but not required
- Youth to retirement age.
- Diversity of life experience and ethnicity.

Q5: Why should I be a board member?

A:

- Develop and enhance leadership skills.
- Expand personal networks.
- Develop, broaden and enhance business-related skills.
- Deepen your understanding and support of your community.
- Work alongside people you might otherwise never meet, to fulfill a mission you believe in.

Q6: Which charitable organizations can I apply to?

A:

1. Registered charities of all sizes and missions from the Greater Toronto Area participate in BoardMatch Fundamentals. Both charities and not-for-profits with charitable purposes participate in BoardMatch Fundamentals Calgary,

Fredericton, Thunder Bay, and Greater Vancouver.

2. BoardMatch Fundamentals participating organizations provide a range of services including Addiction/Drug Education, Arts/Culture, Children, Community Development, Community Law and Advocacy, Disabled, Employment Training, Environment, Health, HIV/AIDS, Homelessness, Humane/Animal Welfare, Hunger, Immigrants/Refugees, International Aid, Literacy, Mental Health, Poverty, Seniors, Women, and Youth.
3. Participating organizations include Big Brothers and Sisters, Boys & Girls Clubs, Canadian Cancer Society, Distress Centres, Habitat for Humanity, United Way, and Volunteer Centres. A complete [list of all participating organizations](#) is available on our Website.

Q7: What kind of orientation and resources does BoardMatch Fundamentals provide to board candidates?

A:

- BoardMatch Fundamentals provides both online and in-person Candidate Orientation sessions.
- The online version is available to candidates who have completed the first step of the Registration process. To access this online orientation please go to the Home Page www.boardmatch.org and click on the 'Board Candidate' icon in the middle of the page, then scroll down to "To begin the online Board Orientation learning module (registration required) –

click here” towards the bottom of the page.

- Once you have provided some contact details, you may begin the on-line Orientation learning module. You can exit and return to the learning module at any time. In the future we will be adding new topics and learning modules that are of interest to Board members and candidates.
- For a schedule of available dates for local in-person Candidate Orientation sessions, please click on the 'Board Candidate' icon on the [Home page](#) and scroll down to the section “To check for available dates and availability of the classroom orientation session – click here” towards the bottom of the page.

Note: BoardMatch Fundamentals does not pre-screen nor verify the background information provided by prospective board candidates and participating organizations. Parties are encouraged and expected to engage in their own due diligence exercise as the matching process progresses.