



St. John Ambulance Saint-Jean

Council for Ontario

46 Wellesley Street East
Toronto, Ontario M4Y 1G5
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Conseil de l'Ontario

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Toronto, Ontario M4Y 1G5
Téléphone: (416) 923-8411
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Télécopieur : (416) 923-4856

DATE: January 25, 2001

TO: Board of Directors, Provincial Brigade Staff, District (Area) Commissioners, District Chairs, District Managers, Branches, Patient Care Provider Units, Therapy Dog Units, Youth Units, Campus Response Team Units.

FROM: Barbara Graham, Provincial Commissioner

RE: **PROVINCIAL COMMISSIONER DESIGNATE (volunteer position)**

The St. John Council for Ontario is seeking a volunteer Provincial Commissioner Designate to work with the Provincial Commissioner.

The Designate role is designed to develop an individual over a preliminary period (one year) to be considered by the Nominating Committee of the St. John Council for Ontario for the role of Provincial Commissioner. They are expected to provide assistance and support to the Provincial Commissioner, the Brigade Committee and the Board of Directors on Brigade/Community Service operational matters.

The ideal applicant will be an active Brigade officer with progressive, related management experience. They should have a background in volunteer sector management and leadership development, and experience directing community service operations.

The successful applicant should possess excellent communications skills and solid organizational abilities to effectively problem solve and perform in team situations.

Please refer to the attached selection process and position description for Provincial Commissioner in Ontario. Candidates can *apply* directly or another individual can nominate them. Anyone wishing to either *apply* for the position or *nominate* someone should forward a letter outlining the candidate's training, experience and qualifications (résumé), by February 23, 2001 to:

Provincial Commissioner
St. John Council for Ontario
46 Wellesley Street East
Toronto, ON M4Y 1G5
Fax: (416) 923-4856

Email: bfgraham@interlog.com

Provincial Commissioner Designate Selection Process

1. Posting memo sent out in January 2001 to a broad distribution (including Council Board, Provincial Brigade Staff, District Chairs and District [Area] Commissioners Branches and Brigade Units) requesting nominations and/or applications for the position of Provincial Commissioner Designate.
2. All the nominations are reviewed by the Provincial Commissioner, and then discussed with the Chair of the Nominating Committee, the President and the President Elect, if one exists. From these discussions, a short list of candidates is prepared.
3. Each of the short listed candidates is asked to prepare a brief presentation (content details to be provided to each candidate) for presentation to the Brigade Committee (tentatively March 31, 2001).
4. After the presentations, the Brigade Committee will assess the strengths and weaknesses of each of the candidates and then the Provincial Commissioner will review the summarized assessments with the Nominating Committee.
5. The Nominating Committee chooses one of the candidates and recommends to the Board that this individual be elected to the Board and be appointed Provincial Commissioner Designate (June 2001).