



## Call for Committee Members – Wall of Honour Selection Committee Township of Otonabee-South Monaghan

The Township of Otonabee-South Monaghan is seeking dedicated and community-minded residents to serve as volunteers on the **Wall of Honour Selection Committee** for the remainder of the current Council term.

The **Wall of Honour** recognizes individuals—past or present residents—who have made extraordinary contributions to the Township or achieved noteworthy accomplishments that bring honour to the community. This permanent tribute includes a plaque featuring the honouree's photograph and a description of their achievements.

We invite residents who are passionate about celebrating local excellence to apply for the volunteer position.

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### About the Selection Committee

The committee is responsible for reviewing nominations and recommending deserving individuals for induction to the Wall of Honour. Members will evaluate submissions based on established criteria that recognize extraordinary commitment, community impact, and outstanding achievement.

### Committee Composition

By Council appointment, the Selection Committee consists of **five (5)** members:

- **1 Member of Council**
- **4 Residents of the Township of Otonabee-South Monaghan**

Residents must be deemed qualified by Council in accordance with the *Wall of Honour Policy Schedule "A"—Selection Committee Criteria*.

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### Who Should Apply?

Individuals who meet the following criteria are encouraged to submit an application:

#### Community Representation

- Must be a resident of the Township or have meaningful ties to the community
- Should reflect diverse sectors and perspectives within Otonabee-South Monaghan

#### Experience and Expertise

- Experience on committees, boards, or community groups is an asset
- Background in fields such as history, community service, public relations, or related areas is beneficial

## **Commitment and Integrity**

- Willingness and availability to attend meetings and review nomination materials
- Ability to act impartially, exercise sound judgement, and maintain confidentiality
- Must avoid conflicts of interest related to nominees

## **Skills and Personal Attributes**

- Strong interpersonal and communication skills
- Ability to work collaboratively within a formal committee setting
- Passion for recognizing and honouring community excellence

\*Please note that this is a **volunteer opportunity** and not a paid position.

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## **Committee Responsibilities**

Members of the Selection Committee will:

- Review all submitted nomination packages
- Evaluate candidates according to the criteria established in the Wall of Honour Policy
- Prepare a recommendation report citing the achievements and qualifications of selected nominees
- Forward recommendations to Council for final approval

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## **Term of Appointment**

The term of office for all committee members aligns with the **current term of Council**.

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## **How to Apply**

Residents interested in serving on the Wall of Honour Selection Committee are invited to complete and submit the enclosed **Application Form** to:

### **Deputy Clerk**

Township of Otonabee-South Monaghan

Email: [deputy-clerk@osmtownship.ca](mailto:deputy-clerk@osmtownship.ca)

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## **Deadline**

Applications will be accepted until **March 31<sup>st</sup>, 2026**.

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## **Questions?**

For more information, please contact the Deputy Clerk's Office at **705-295-6852 ext. 214**.



# Township of Otonabee-South Monaghan Volunteer Application

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## CONTACT INFORMATION

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		
City/Town	<input type="text"/>	Postal Code	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

**Are you a current member of a Board/Committee?**

Yes       No

**Which Board/Committee would you like to apply for?**

**What is your availability? Do you have any restrictions on your availability?**

**Please explain why you would like to serve on this Board/Committee.**

**Please select any skills / knowledge / experience you have.**

- Knowledge about the Board/Committee you are applying to
- Financial experience (budgeting, revenue tracking, receipts, etc.)
- Knowledge and experience in marketing and promotions
- Experience in Human Resources, including policy writing
- Meeting management experience (writing agendas and minutes)
- Experience in grant writing and/or fundraising
- Worked on a committee, task force, or in a similar setting
- Possess excellent oral and written communication skills
- Experience in event planning

**Please provide additional information regarding your background and skills.**

**Please include a current resume (not mandatory but extra consideration may be granted)**

  Resume attached

### **References**

Depending on the Board/Committee you are applying for, references may be requested. By agreeing to this application, you authorize the Township of Otonabee-South Monaghan to contact the following persons or organizations, and authorize them to disclose any information required to assist in the evaluation of your application.

#### **Reference #1**

First Name	<input type="text"/>	Last Name	<input type="text"/>
Contact Information	<input type="text"/>	Relationship to you	<input type="text"/>

#### **Reference #2**

First Name	<input type="text"/>	Last Name	<input type="text"/>
Contact Information	<input type="text"/>	Relationship to you	<input type="text"/>

### **Privacy Statement**

Information contained on this form is collected under the authority of the *Municipal Act, 2001*. Information collected will be used and managed by the Township of Otonabee-South Monaghan in accordance with the ***Municipal Freedom of Information and Protection of Privacy Act*** for general municipal operations. If you require additional information, please contact the Clerk Department.

**Please indicate that you've read and understood the above privacy statement.**

  Yes

**Please include a current resume (not mandatory but extra consideration may be granted).**

**Applications may be mailed, faxed, or emailed to:**

Deputy Clerk  
20 Third St.  
Keene, ON K0L 2B0  
Fax: 705-295-6405  
Email: [deputyclerk@osmtownship.ca](mailto:deputyclerk@osmtownship.ca)