



THE WESTBORO VILLAGE BUSINESS IMPROVEMENT AREA
Board of Management Candidate Application

Date

Name

Business Name

Title

Address

City

Province

Postal Code

Telephone

E-mail

Type of Business

Primary Service(s)

Please list your current and past board and committee experience.

- United Jewish Appeal: Annual Fundraising Campaign
- United Jewish Appeal, Women's Division: Created a community program in various communities of Ottawa called The Outreach Program. Outreach was implemented as a way to welcome Jewish families to the Jewish Community of Ottawa. I stayed on as a chair and past chair for 2 additional years. The Outreach Program is still active today.
-United Jewish Appeal, Women's Division: Organized & chaired an event: An Evening with a Holocaust Survivor, one of Schindler list.
-Hillel Academy: active involvement in many fund raisers at the school for 8 years.
-Committee member during Road construction in Westboro. Attended all meetings held by Christine Leadman (Executive Director) and various constructions foremen to keep open communication for all the phases of the road construction.
-Ottawa Breakfast School Program, which I am still active in.
-Kidney Foundation: canvassed
-McGill University Alumni Association

How do you feel the Westboro Village BIA would benefit from your involvement as a member on its board of management?

I have been a merchant in Westboro since August 1995. We have just celebrated our 20th Anniversary in the same location! I feel I can be an asset to many of the different runnings of the board. Many of my customers, are also patrons of many of my neighbours throughout Westboro. I believe I can bring to the board my knowledge of Retail and I feel confident I can represent many of my fellow retailers, if I am selected as a board member.



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Skills, experience and interests (Please select all that apply):

- Finance/Accounting
- Administration/Management
- Governance
- Programming
- Marketing
- Outreach
- Education
- Human Resources
- Policy Making
- Public Relations/Communications
- Special Events, Planning and Execution
- Streetscape Beautification
- Legal

Other applicable information:

Please include a short personal biography to complete your application. (200 words)

A Biography of Sheba Wise Schmidt

I was born on July 14, 1955 in Montreal. After completing high school, I enter McGill University and completed 2 years CEGEP from 1972 -1974. I continued at McGill and completed an undergraduate degree and received a BA in Child Psychology in 1977. I then completed a graduate degree in Education in 1978 at McGill. I taught from 1978-1981 with the Laurenval School Board and began another degree, at McGill, in Special Education.

In 1980 I married Gordie Schmidt and I am proud to say we will be celebrating our 35th wedding anniversary in December.

In 1982 we decided to leave Montreal and move to Ottawa so it would be easier for Gordie to grow his business, which was based in Ontario. Ottawa was close geographically to our home town of Montreal. I left my teaching career and joined Gordie's sales agency. We represented many different manufacturers' clothing lines, one being Esprit.

Our son, Benjamin, was born in 1988, the same year in which Sheba Gordon Sales Inc was formed. I am co-owner of Sheba Gordon Sales Inc which diversified in 1995 into the retail operation, West End Kids, in the heart of Westboro Village. West End Kids has just celebrated 20 years at this same location. West End Kids grew with Westboro. I have seen the neighborhood evolve into the dynamic, bustling retail hub of amazing restaurants and stores that it is today. I am very proud that West End Kids has been one of the founding retail businesses of the revived Westboro Village.



THE WESTBORO VILLAGE BUSINESS IMPROVEMENT AREA **Board of Management Job Description**

The Board of Directors manages the affairs of the Westboro Village Business Improvement Area (BIA). As a member of the Board, a Director acts in a position of public trust for the membership and community, and is responsible for the effective governance of the organization. If you are interested in participating on the Board of Directors, the following will provide you with information of the framework within which the Board operates.

Responsibilities of a Policy Board

- Organizational Operations
- Planning
- Financial Management
- Member Relations/Community
- Human Resources

Responsibilities of Board Members

- Understand mission/strategic focus
- Know the legal requirements of Directors' liability and obligations
- Understand the financial management structure and processes
- Respect confidentiality
- Adhere to the principles of respective communications and conduct between staff and board members
- Arrive on time, prepared to participate in the meeting
- Read all materials received prior to the meeting
- Address the Chair
- If you disagree, disagree with the ideas and motions, not the individuals
- Carefully word your motions, keeping in mind the critical policy decisions of the Board should reflect the interest of all sectors within the membership and the Westboro Village community

Job Description for Board Members

- A demonstrated commitment to the work of the organization
- Knowledge and skills in one or more areas: as indicated on the Board of Management Candidate Application
- Willingness to serve on committees, working groups or related task forces
- Regular/consistent attendance at monthly Board meetings
- Attendance at meetings or assigned committees and public functions
- Present an active and ambassador image to the public in representing all sectors of the organization
- Demonstrate a positive regard for staff relations and best practice governance
- Support and attendance at key public events and announcements

Please print: I, **Sheba Schmidt**, agree with the terms above.

Signature: Sheba Schmidt

**For more detailed information please call Mary Thorne, Executive Director at 613.729.8145. To be considered for the Board of Management of the Westboro Village BIA, please sign this job description, complete the Candidate Application and return by email along with a head/shoulders photo of yourself in JPEG format, to: executivedirector@westborovillage.com.*