

# TIPS FOR APPLICANTS TO PROVINCIAL COMMITTEES AND COUNCILS

## READ THE STATEMENT OF NEEDS

1

Each Committee and Council annually publishes a Statement of Needs for the upcoming year to inform applicants of general and specific skills, experience, and qualifications that would be desirable for applicants to possess. These are some of the criteria that the Nominations Committee uses to assess applications.

- **Use specific examples to link your application to the specific committee or council's stated needs; do not do one generic application for several committees.**
- **Ensure that you detail any relevant information; the Nominations Committee does not know how awesome you are, so tell them!**

## CHECK YOUR APPLICATION FOR ACCURACY

2

This application is exactly like a job application. The members of the Nominations Committee who will be reviewing the applications likely do not know you. You want to be sure to present yourself in the best possible light. Double-check your application to ensure that you have not made any errors in:

- **Spelling**
- **Grammar**
- **Dates**
- **Information**

## CONFIDENTIAL RECOMMENDATION FORM

3

Please ask either a Member in Good Standing or your Bargaining Unit President to complete the Confidential Recommendation Form and have them send a copy to you to include in your application package.

## PROCESS QUESTIONS?

4

If you have any further questions please contact **Erin Leonard**, Chair of the Nominations Committee, at [otbupresident@osstfd14.ca](mailto:otbupresident@osstfd14.ca).