



Through sharing, healing can begin.

P.O. Box 54039
8 King Street East
Oshawa, Ontario L1H 8T2
T: 905 444 9672
F: 905 444 9277
Email: info@drcc.ca
Website: www.drcc.ca

Charitable Organization #107804825RR0001

Dear Prospective Board Member:

The Board of Directors for the Durham Rape Crisis Centre is a diverse group of women whose interest in serving the community is a high priority. The DRCC is the only organization of its kind in the Durham region, and has been serving our community since 1974. In this package you will find:

- ❖ Centre Overview
- ❖ Board Responsibilities
- ❖ Confidentiality Agreement
- ❖ Application

Would you like to help us make a difference? Our volunteers say they feel rewarded many times over for the help they provide in making a difference in the lives of others.

We would be delighted to have you apply for a position on the Board of Directors with the Durham Rape Crisis Centre and encourage you to read the following package and fill out the enclosed application form.

If you have any questions, please feel free to contact Donna Graham, Executive Director.

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Fax: 905-444-9277 Phone: 905-444-9672 Ext. 21
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Thank you, and we look forward to hearing from you!

Sincerely,

Lindsay Wyers
Durham Rape Crisis Centre
Board of Directors President



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[Durham Rape Crisis Centre Overview](#)

The DRCC was started in 1973 in Bowmanville by a group of women to address a community need. This need has remained over 40 years.

Mission

The Durham Rape Crisis Centre is a grass roots organization whose mission it is to provide services, support and advocacy to and with survivors of sexual violence and to advance education and awareness, to promote and encourage prevention and positive legislative change.

As a member of the Ontario Coalition of Rape Crisis Centres and the Canadian Association of Sexual Assault Centres, the DRCC strives to achieve its mission through the provision of its services, as supported by volunteers and staff within the Durham Region.

Vision

The Durham Rape Crisis Centre strives to create a society where gender based inequalities are eliminated, including the abuse of power that manifests itself as sexual assault. Sexual assault perpetuates women's inequality and the view that basic human rights such as security of the person not applicable to all members of society.

In working to raise awareness through advocacy it is our goal to enhance societal recognition of the pervasive problem of sexual violence and the gender inequalities upon which it is built.

Values

Our values serve as guidelines for our behaviour as we work towards attaining our mission and vision.

- ❖ Quality service provision
- ❖ Integrity in all aspects of Centre functioning
- ❖ Respect for all people
- ❖ Responsiveness to changing needs
- ❖ Accountability to our community and clients
- ❖ Teamwork



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Board Member Responsibilities

1. To establish as a high priority attendance and participation at all meetings of the Board and to come prepared to discuss the issues and business to be addressed, having read the agenda and relevant background material.
2. To represent the Durham Rape Crisis Centre to the best of my ability including working with integrity and mutual respect at all times.
3. To make all decisions in consideration of the Durham Rape Crisis Centre's Mission, Vision, Values and Resources.
4. To observe the By-Laws, Centre Policies and Procedures and all applicable Laws and Regulations.
5. To avoid conflicts of interest between my responsibilities to the Board and my personal and business matters. If such a conflict does arise, I will declare that conflict before the Board and will be excluded from voting on matters in which there are or maybe a conflict.
6. To support the Board and the Centre in a positive manner and to be a professional and enthusiastic public representative.
7. To participate in:
 - ❖ Monthly Board Meetings
 - ❖ Annual Strategic Planning
 - Ensuring that the Centre develops a planning and monitoring system to meet objectives according to the contract between the Durham Rape Crisis Centre and the Ministry of the Attorney General of Ontario (the contract)
 - ❖ Board self-evaluation
 - ❖ Development and Workshops where applicable
 - ❖ Centre Management
 - Ensuring that the Centre provides the program activities and meets its objectives according to the contract
 - To manage the Centre's employees
 - ❖ Public Events where applicable



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❖ Fiscal Management

- Receiving the Centre's funding and accepting the responsibility for the receipt of the public funds according to the contract
- Maintaining financial records for the program as required by the contract
- Observing the reporting and program service requirements of the Ministry
- Ensuring that an audited financial statement is prepared by an independent auditor and is submitted to the Ministry within six months of the DRCC's year end
- Ensuring that the funding received by the Centre through the contract is used for the purposes for which it is intended.
- To identify and participate in pursuing additional means of funding where applicable



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Confidentiality Agreement

Confidentiality is the safeguarding of information about individuals. Every individual who directly or indirectly uses and/or provides the services and/or administration of the Durham Rape Crisis Centre has the right to privacy and the Durham Rape Crisis Centre has the ethical obligation to protect that privacy.

Confidentiality requires that:

- Information on Centre members be protected from unauthorized disclosure;
- Informed consent by Centre members should be sought before information is exchanged;
- All members be made aware of this policy, as well as exceptions to the rules of confidentiality as defined in "EXCEPTIONS TO THE RULES OF CONFIDENTIALITY" found in this policy
- Members must sign an Oath of Confidentiality

Conversations about clients:

- We are able to talk to any staff/volunteer (excluding general membership and voting Board members*) about client issues in private; and
- A client may be identified in conversations only with prior written consent of the client, exceptions being case conference and client consultation.
- Situations where a voting Board member is able to discuss clients:
 - a) in the event that a client takes an issue to a voting Board member; and
 - b) in the event that a client discloses to a voting Board member.

Files and records:

- All files and records are the property of the Durham Rape Crisis Centre; will not be removed from the property of the DRCC
- All files pertaining to the financial status and /or personal information of staff and volunteers, contracts or any general guidelines shall not leave the property of the Durham Rape Crisis Centre.
- Information contained in or on files will not be traceable to individual; and Counselors will not put full names on client files/records;
- Counselors will ensure that all client files/records are locked in a drawer when the Centre is closed;
- When requesting a report or information from other professionals/agencies, the Counsellor will share the information with the person acknowledged in that request, before the information can be used for another purpose, the consent of the information provider and of the client is required again;
- The file on any client is primarily the responsibility of that client's Counsellor, however, other counselors may have access to that file in the event that the regular Counsellor is unavailable or if the counsellors are engaged in case conference/client consultations;
- Clients have the right to access their files, or information concerning their files by request, only the person who is the client's Counsellor may disclose this information, or if said Counsellor is unavailable the Executive Director can access that file; and
- A client file/record is released only on the written direction of the client.



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Giving information to other agencies:

- Information on a client may only be given to an outside professional/agency with the written consent of the client. The only exception to this policy is if in the judgment of the counselor, the client is in danger to herself or another person

Meetings and conversations:

- Meetings and conversations concerning any Centre member associated with the Durham Rape Crisis Centre shall be held in a private office or designated meeting area.

Information may be disclosed only under the following conditions:

- Where disclosure is under compulsion by law, either by statute or by the Court's power of Subpoena;
- Where there is serious concern that the client is in imminent danger to herself or another person.

DECLARATION OF CONFIDENTIALITY

I _____ *have read the above policy on confidentiality and understand its contents. I agree to abide by these rules.*

Signed _____ Date _____

Witness _____



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Board of Directors Application

Instructions

Please read and sign the below form acknowledging your interest in serving on the Board of Directors. A Board member will be in touch with you about attending a Board meeting in an observer capacity. Further to that meeting the Board will vote on your application and should you be accepted you will be installed as a probationary Board member until such time as 6 months have passed and the Board has voted on your instatement as a permanent board member. The 6 month period is of mutual benefit as it allows both parties to ensure that there is a good fit between the individual and the organization. Thank you for your interest!

Declaration

I _____ hereby declare that I am interested in becoming a probationary member of the Durham Rape Crisis Centre's Board of Directors. In submitting this application I agree to uphold the confidentiality agreement of the DRCC and agree that if I am accepted onto the Board of Directors as a probationary and/or permanent member I will uphold all duties of the Board as outlined above as well as all applicable laws, regulations, by-laws and policies and procedures of the Centre. I further agree to discharge my duties to the best of my ability and in good faith.

Date:

Signature:
