
BOARD OF DIRECTORS RECRUITMENT PACKAGE

The Board of Directors is the governing body in all matters pertaining to the Society, operating under the Alberta Societies Act and the bylaws of the Emmanuel Seniors Living Society. The Board is a policy Board, not an operational one.

Board of Directors members are representatives of the Society membership and provide leadership to the Chief Executive Officer. They also have a fiduciary responsibility to see that the finances and records of the Society are in good order and support the organization by making necessary policies and decisions.

Directors serve three-year terms to a maximum of six concurrent years.

When Board vacancies occur, the Board determines the organization's current board needs and initiates the recruitment process. Considerations include candidate skills, level of commitment, reputation, contribution to Board diversity, and governance experience.

The decision is an important one. Board of Directors members are expected to:

- Be active society members
- Attend Board meetings and functions (~one meeting per month)
- Demonstrate support by volunteering at Society fundraising events and key resident activities (Golf Tournament, Christmas market, Resident Christmas dinner)
- Be an active participant in fundraising initiatives

Recruitment Process

1. Invitation to Apply

The initial conversation should be a personal invitation by a current Board member. If an interest is shown, the candidate could then be invited to complete an application form.

2. Interview with Board Member (s) and CEO

3. Board Approval/Name put forward to AGM for Election

4. AGM Confirmation

Candidates that are selected will be elected at the AGM annually. Upon election, Board members then undergo an orientation and onboarding process wherein they are required to become society members (if not already), obtain a Police Security Clearance, sign a statement

of faith, a Code of Conduct and Ethics framework.

Resources

Information Packages:

Potential candidates may have questions and want to know more about the organization. Information packages should be made available to any potential candidates that include:

- ESLS mission, and values
- Sustainability Plan and Strategic Priorities for upcoming year
- Annual Report and copy of latest Auditor's Report
- Board Member position description indicating responsibilities, level of authority, and time commitment expectations inside and outside of Board meetings.
- Board Code of Conduct, Statement of Faith and Code of Ethics
- List of existing Board of Directors members and staff

Website:

Potential candidates may go online to get a sense of the organization and its model. Ensure the website gives the Board a visible presence and include the following items explaining the ESLS governance model:

- The role of the Board
- Who is eligible and what skills are needed
- Current list of Board of Directors' members and photo
- Recruitment process steps and link to application form
- Annual General Meeting (when it is normally held)
- For more information contact



Board of Directors Application

Date _____ Nominator (if any) _____

Name _____ Phone _____

E-mail _____ Address _____

Provide a brief bio of yourself and most relevant experience and/or employment:

Please describe your connection to Emmanuel Seniors Living Society: _____

Area(s) of expertise/contribution you feel you can make _____

Other volunteer commitments _____

Thank you for completing this application for board membership. Please drop it off or email it to us in care of the Board of Directors. We will be back in touch with you.