

2018

YWCA Edmonton



YWCA Edmonton Board of Directors Recruitment Information Package

Message from the President

Thank you for your commitment to our community and your interest in the YWCA Edmonton. I am honoured to be working with a strong group of women supporting the YWCA and its goals of providing leadership, advocacy and support for women and their families. As a Board member, you will have the opportunity to provide the governance necessary to shape the future of this organization while developing the skills necessary to become a strong woman leader in our community.

Over the next few years the organization is focused on continuously building on our organizational strength and strategic planning to ensure we continue to offer programs for women, girls, and their families - when and where they need it. It is an exciting time to be a part of the YWCA Edmonton as we embrace this period of positive change. You will discover very quickly that with this change there is energy and enthusiasm of the staff and Board that is infectious, which makes it an absolute pleasure to serve on the Board of Directors.

I look forward to getting to know each applicant better throughout the recruiting process.

Renée Oxley
Board President

Message from the CEO

Thank you for considering service on the Board of Directors of the YWCA Edmonton. By joining this Board, you will have a unique opportunity to contribute to ongoing efforts to achieve full equality for women and girls in our community, our country and around the globe.

The Board of the YWCA is a welcoming place where women are encouraged to learn new skills while sharing their talents with the organization and other board members. Board experience is as fulfilling as you make it and I can assure you that your board colleagues and our staff team is also dedicated to helping new Board members reach their full potential as leaders in our community.

The YWCA Edmonton is a strong organization led by strong women. Should you be successful in your application, I know you will enjoy the experience.

Jacqueline Foord
Chief Executive Officer

YWCA Edmonton Background

YWCA Edmonton is a strong, reputable voice for women in our city. We lead, support, and advocate for women and families when and where they need us, as we continue to build a world of equality, opportunity, and choice for women.

We were founded in 1907 to offer young women newly arrived in our city a safe place to stay, and training for employment. Through the next hundred years, we grew and evolved with Edmontonians, responding to the ever-changing issues and the needs of a growing population.

Vision

A world of equality, opportunity, and choice for women.

Mission Statement

To lead, support, and advocate for women, girls, and families when and where they need us.

Strategic Pillars

1. Increase awareness of YWCA Edmonton and its vision, mission, and programs
2. Ensure continued financial stability
3. Ensure programs and services meet the needs of our community and are in line with our mission
4. Build organizational strength

Profile

Number of people served in 2016: 9,600

Operating budget: \$12 million

Number of staff (including full-time, part-time and contract): 250

Number of active volunteers: 200

YWCA Board of Directors

The YWCA Edmonton Board of Directors is a volunteer-based governance Board and thereby determines the long-term direction of the organization by developing policies. The Board hires a CEO to implement the Board's policies and to manage the day-to-day business of the organization. The CEO is accountable to the Board. Front-line staff and volunteers are accountable to the CEO. These staff members and volunteers implement programs and services.

Director Requirements

Director requirements include (*please also see attached Board Member Performance Expectations*):

1. Commitment to the work of the organization – Being informed on the programs and services and other organizational matters as well as participating in discussion and decisions at Board meetings
2. Willingness to serve on a minimum of one committee and attend committee meetings
3. Attendance at Board meetings
4. Attendance at Annual General Meeting (“AGM”)
5. Attendance at Board Retreat / Orientation
6. Support of YWCA events
7. Have a membership to the YWCA Edmonton
8. Include the YWCA Edmonton as a charity of choice
9. Read and understand the Board Policy Manual and By-Laws

Term

Directors are elected by the Members at the AGM. Directors are elected for a three year term and are eligible for election for an additional three year term.

Board Size

The minimum Board size is 10 and the maximum is 15 Directors.

Qualifications and Skills

The YWCA Edmonton Board is open to women from all walks of life. A variety of backgrounds and skill sets are sought for representation on the Board in order to attain diverse viewpoints which are representative of our community. YWCA Edmonton is committed to the YWCA Canada mandate of having a minimum of 25% of Board members under the age of 30.

Time Commitment

Directors are expected to attend monthly Board meetings as well as the AGM and Board Retreat. Dates are set as far in advance as possible. Regular Board meetings are approximately two hours in duration, with roughly one hour of preparation in advance of the meeting. The AGM is generally in place of the April Board meeting. New Board member orientation will take place in May and the Board Retreat is a full day event in September. Committee and Board Executive work is in addition to the general Director time commitments. Directors are also encouraged to attend YWCA Edmonton events (see below for calendar of events for 2018).

Board Meetings

Board meetings are held the fourth Wednesday of each month (no meetings in July, August and December) at the YWCA office. Meetings start promptly at 6:00 pm and a light dinner is available prior to that.

Executive Meetings

Executive meetings are held as needed. Executive meetings include the CEO, President, Vice-Presidents, Treasurer, and Secretary.

Benefits of Being a Director

Be a part of a committed and passionate group of women who guide the vision of the organization! Gain valuable Board experience and training – we are committed the growth and development of women, including those on our Board. You do not have to have prior Board experience to join the Board and Directors are encouraged to take on roles within the Board and committees that stretch their current skill sets.

There is an opportunity for exposure and involvement at a national and international level with YWCA Canada and the World YWCA.

Membership

A membership is required to serve on the Board and to participate in the recruiting process. You can learn more about membership and purchase one here: [YWCA of Edmonton](http://YWCAofEdmonton.org) or contact Caroline Zinkiew at the YWCA office c.zinkiew@ywcaedm.org.

Calendar of Significant Events (2018)

April 25 – AGM

May 7 – New Board Member Orientation

June 2 – Board Retreat

September (TBA) – “Walk a Mile in Her Shoes” Fundraising Event

December 6 – Rose Campaign Breakfast Fundraising Event

Board Executive Positions

President

Vice President (2 positions)

Treasurer

Secretary

Board Committees

Finance and Audit

Nominating/Human Resources

Governance

Advocacy

Recruiting Process

Interviews for Board positions are generally held in January and February. Selected candidates will be able to attend the March Board meeting in order to meet other Board members and get a feel for what the Board meetings are all about. New Board members are voted in at the AGM in April.

Are You Interested?

If you have questions or are interested in becoming a Director, please complete the application form ***no later than January 19*** and send the form and your resume to Ann Boyd, Nominating Committee Co-Chair at johannatboyd@gmail.com .

Other Volunteer Opportunities

There are many other volunteer opportunities available with YWCA Edmonton. Please contact the Volunteer Coordinator at volunteer@ywcaedm.org or 780-423-YWCA ext. 240

This is an exciting time to be a part of YWCA Edmonton. Thank you for your interest in the Board!

www.ywcaofedmonton.org

www.ywcayowochas.org