

# Homeless Foundation for Red Deer Region

## Nomination Process – Board of Directors

### Description of Successful Candidates

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Our volunteer board members are community leaders and influencers who bring a wealth of experience in their respective fields and have demonstrated significant career and community success. They are knowledgeable about the homelessness crisis and its unique challenges but possess a willingness to learn and reconsider their perspectives based on new information and constructive dialogue. With a commitment to the foundation's mission, they dedicate five to ten hours per month to help shape the strategic direction and ensure the delivery of impactful, solution-oriented outcomes. They are expected to be innovative, adaptable to change, and experienced in implementing systematic solutions that make a meaningful impact.

Our directors are collaborative, open-minded, and adaptable individuals who embrace innovation and are comfortable navigating change. They bring knowledge of homelessness issues, a vision of the path forward, an understanding of best practices in the space, and a willingness to collaborate and create new approaches for the community. They are results-driven and outcome-focused, contributing to the advancement of systemic change through social impact initiatives and community investment.

The collective composition of the board reflects the diversity of the Red Deer community, with each member bringing a unique perspective and contributing to a dynamic team that engages in thoughtful discussion, debate, and action toward equity-based, outcome-driven solutions. These leaders operate with a strategic mindset, always focused on the greater goal of ending homelessness and enhancing the well-being of all in the Red Deer Region. The Homeless Foundation of Red Deer Region recognizes its home is on Treaty 6 and 7 lands and the meeting place of the Metis. The collective diversity of the board will be reflected with leadership of the people of these lands and strive for continued truth and reconciliation in all its business.

# Homeless Foundation for Red Deer Region

## Nomination Process – Board of Directors

### Duties of Directors

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The volunteer Board of Directors of the Homeless Foundation of Red Deer Region will collaborate with the Chair, committee volunteers, and the CEO to establish the organization's vision and align efforts toward a common goal. They will uphold high ethical standards and perform additional duties as directed by the Chair or CEO.

More specifically, the Homeless Foundation of Red Deer Region Board of Director will facilitate the following:

- a. Developing the Homeless Foundation of Red Deer Region's Vision, Mission, Values, and Strategic Priorities
- b. Ensuring consultation with stakeholders in the development process
- c. Appointing the CEO and monitoring his/her performance
- d. Reviewing the CEO's performance, annually, against agreed upon objectives and board approved policies
- e. Approving the CEO's compensation
- f. Establishing clear objectives against which the CEO's performance will be measured
- g. Ensuring the CEO identifies the principal risks facing the organization and implements appropriate systems slash programs to manage the risks
- h. Providing outside perspective on the strategic issues facing the organization
- i. Approving the organization's business plan
- j. Approving the annual operating and capital budgets
- k. Monitoring operational and financial results on a quarterly basis
- l. Approving the annual financial statements
- m. Ensuring that communication and consultation with stakeholders is effective and appropriate
- n. Approving and monitoring compliance with all board policies and procedures by which the Homeless Foundation of Red Deer Region is operated
- o. Advocating foundation objectives at a community level
- p. Evaluating board performance annually; and
- q. Planning for board succession if appropriate

# Homeless Foundation for Red Deer Region

## Nomination Process – Board of Directors

### Roles and Responsibilities of Directors

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Individuals applying for the volunteer board of directors will have responsibilities as a member of the Homeless Foundation of Red Deer Region. Below is an idea of the roles and responsibilities required individually of each board member:

- a. Become familiar with the Homeless Foundation of Red Deer Region issues and the environment in which the foundation operates
- b. Participate in required sessions relating to deepening their understanding and knowledge of homelessness
- c. Not missing two consecutive board meetings, except for absences for which one weeks' advanced notice has been provided to the Chair with circumstances acceptable to the Chair
- d. Contributing and adding value to discussions
- e. Preparing for board and committee meetings by reading reports and background materials
- f. Understanding the difference between governing and managing and not encroaching on the CEO's area of responsibility
- g. Respecting the policy that establishes the CEO and the Chair as the organizational spokespersons
- h. Publicly supporting board approved policies and positions on decisions and issues
- i. Respecting any confidentiality requirements of the code of conduct and conflict of interest guidelines.

### Director Eligibility

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1. Canadian Citizen and Member in good standing of the Society, as defined by the Bylaws.
2. Meets the criteria for the Board of Directors, as defined in the Society Bylaws and Board Governance Policies.
3. Are not employed by, or are directors of, an organization that could reasonably be considered in Conflict of Interests with the Homeless Foundation of Red Deer Region.
4. Are not related to, or reside in the same household as a Director, or employee, of the Society.
5. Is not a professional advisor to the Society
6. Has not, in the immediately preceding 5 years,
  - a. declared bankruptcy
  - b. been convicted of an indictable offense
7. Is not a represented adult as defined in the Adult Guardianship and Trusteeship Act or is the subject of a certificate of incapacity that is in effect under the Public Trustee Act
8. Is not a formal patient as defined in the Mental Health Act
9. Has been found to be a person of unsound mind by a court elsewhere than in Alberta

# Homeless Foundation for Red Deer Region

## Nomination Process – Board of Directors

### Process for Nominations

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1. Members of the Homeless Foundation of Red Deer Region Transition Team and General Public will be asked to nominate individuals to the Board of Directors
2. Nominations for Director positions will be submitted via [Homeless Foundation for Red Deer Region Online Nomination Form](#) which includes the following material and information:
  - Nominee Details
    - Nominee Name
    - Nominee Address
    - Nominee Phone and Email Address
    - Membership Application
    - Declaration for candidates that identify as First Nations, Inuit and/or Metis
    - Expression of Willingness to serve in an Executive Role
    - Declaration of Eligibility
    - Candidate confirmation of his/her willingness to accept the position on the Board of Directors
    - Notice of Conversation Dates
    - Notice The No that the application will not be kept on file for future recruitment processes
  - Nominee Questions
    - Why are you drawn to submit you name to serve on the Board of Directors?
    - Briefly describe your understanding of homelessness in our community and the contributing factors.
    - If you are successful and serve on the Board of Directors for a period of THREE years, what would you expect to see accomplished in that period?
  - Competency Assessment (see next page)
  - Require Submissions
    - Cover Letter: Written by Candidate or Nominator describing why the candidate is ideal for the role (Max one page).
    - Resume: Current Resume of Candidate
    - ~~Completed Criminal Record Check~~
  - If Selected for the Board of Directors
    - Criminal Record Check with 30 days
3. Nominations Applications, and accompanying submissions must be received no date later than 2:00pm MST on January 8, 2025.
4. Interviews with shortlisted candidates may be requested by the nominations committee (if deemed necessary)

# Homeless Foundation for Red Deer Region

## Nomination Process – Board of Directors

### Competencies Matrix

1 = Minimal Experience <sup>1</sup> 2 = Some Experience <sup>2</sup> 3 = Moderate Experience <sup>3</sup> 4 = Strong Experience <sup>4</sup> 5 = Significant Experience <sup>5</sup>	Candidate's Assessment
<b>Competencies</b>	
Knowledge of Homelessness Issues	
Community Engagement	
Strategic Thinking	
Leadership and Governance Experience	
Financial Oversight	
Fundraising and Development	
Innovation and Adaptability	
Collaboration and Partnership Building	
Ethical Judgement and Integrity	
Outcome and Solution-Oriented	
Awareness of Cultural Diversity and Sensitivity	
Ability to Motivate Others	
Organized and Structured	
Commitment to Learning	
Willingness and Ability to Listen	
<b>Governance Experience</b>	
Board Experience	
Community Investment	
Social Impact Experience	
Experience with Policy Governance	
<b>Technical Skills</b>	
Policy Development	
Planning and Strategy Development	
Risk Management	
Program Evaluation and Impact Measurement	
Financial Acumen	
Human Resource and Organizational Leadership	
Advocacy or Community Outreach	
Technology and Data Management	
Legal Acumen	
Public and Government Relations	
Fundraising and Development	

<sup>1</sup> The individual's experience is very limited

<sup>2</sup> The individual has some experience, but it was not comprehensive

<sup>3</sup> The individual has been adequately involved and experienced a fair amount in the situation or role

<sup>4</sup> The individual has been highly involved and engaged, and have contributed significantly to outcomes

<sup>5</sup> The individual has been deeply involved and had a major effect on their skills, knowledge, or the outcome.

# Homeless Foundation for Red Deer Region

## Nomination Process – Board of Directors

THANK YOU for taking the time to review and consider the Board Nomination process of the Homeless Foundation for Red Deer Region.

If you have any questions about the process, or require assistance completing the Nomination Form, please reach out to [nominations@homelessnessreddeer.ca](mailto:nominations@homelessnessreddeer.ca).