

YMCA of
Lethbridge

Board of Directors
Application Package



July 2018

The YMCA in Lethbridge has been serving individuals in the community since 1905. Originally established to serve the recreational needs of the men who came to the area to build the railroad, the YMCA has changed and evolved constantly over the years to become a full service recreational facility and community based organization that is inclusive of all of all citizens.

The YMCA of Lethbridge is a charitable organization that is a part of a national federation of 45 YMCA's and 6 YMCA-YWCAs in Canada, and thousands of other YMCAs globally that are working diligently every day towards a mission of Building Healthy Communities. At the YMCA we are focused on building the potential of every person that uses our services - supporting individuals and families to become healthier physically, connect with community and meet their social needs.

The YMCA is managed by a Chief Executive Officer who reports to a volunteer Board of Directors. Among many other responsibilities, the Board of Directors assists to develop, approves and supports the strategic direction of the organization and develops and amends policies and procedures so that the organization to be effective.

We encourage you to become well informed about the YMCA so that you can determine if your active involvement on the Board will be a good fit for both you and the YMCA. Please review the attached Board of Directors Job Description and visit our website at www.lethbridgeymca.ca where you will learn more about our programs and where you can review our annual report and audited financial statements. As well, please contact our CEO if you would like additional information. Jennifer can be reached at 403-942-3744 ext 20, or at jennifer@lethbridgeymca.org

Enclosed you will find a Board Member Application, to be returned by Friday, August 31st along with a resume or CV.

We are excited to learn more about you, and encourage you to contact us with any questions that you may have.

Sincerely,

Vivien Kossuth, YMCA of Lethbridge Nominating Committee

Board Application Form

Thank you for your interest in the YMCA of Lethbridge.

Serving as a Board member is one of the most challenging and rewarding of volunteer assignments. While appointment or election to a Board is an honor, Board members have important legal and fiduciary responsibilities that require a commitment of time, skill, and resources. We want you to be well informed about the organization and ensure that you have given your commitment considerable thought before you agree to serve. This recruitment package will provide you with information about the YMCA of Lethbridge and what your role as a Board member will be and will assist the Nomination Committee in determining best suited candidates based on the always evolving needs of the organization.

Name: _____

Email: _____

Address: _____

Phone: _____

Please briefly outline relevant past or current volunteer experience and/or employment.

Why are you interested in volunteering as a board member for the YMCA of Lethbridge?

What expertise or contribution could you make to the YMCA?

Are you a current member of the YMCA of Lethbridge? _____

Have you ever been a member of the YMCA of Lethbridge or another YMCA? _____

What other organizations do you volunteer for? What is your volunteer role?

What is the time commitment required with your current volunteer commitments, including sub committee work?

Are you aware of any potential conflicts of interest or time conflicts that may limit your ability to be on the Board of Directors?

REFERENCES

Please provide contact names for community organizations with which you have had previous experience and which could attest to your experience as a volunteer.

Please note that by providing these references, you are granting permission for them to be contacted by a Nominating Committee member.

Organization: _____

Contact Name: _____ Phone: _____

Organization: _____

Contact Name: _____ Phone: _____

Please attach a resume or CV.

Signature: _____ Date: _____

Closing date for application: August 31, 2018

Please forward this application along with a resume or CV to: Jennifer Petracek-Kolb, CEO
jennifer@lethbridgeymca.org or drop off at:

515 Stafford Drive South, Lethbridge Alberta.

Thank you for your interest in the YMCA of Lethbridge



Job Description - Board Member/Director (Volunteer)

Time commitment: four– ten (4-10) hours month (meetings, preparation, consultation)

Term

Appointed Directors shall serve until the next Annual General Meeting of the Association subsequent to their appointment. Elected Directors are elected at the Association's Annual General Meeting and serve terms of two or three years, as referenced in clause 4.3(b) of the Bylaws.

Accountability

The Board of Directors is collectively accountable to the members, community, funders and other stakeholders. It is accountable for the Association's performance in relation to its mission and strategic objectives, and for the effective stewardship of financial and human resources.

Authority

Subject to the Constitution and Bylaws of the Association, individual board members have no authority to approve actions by the Association, to direct staff, or to speak on behalf for the Association unless given such authority by the board.

Responsibility

Board members are responsible for acting in the best long term interests of the organization and the community and will make board decisions based on a broad knowledge and an inclusive perspective.

Principal Duties

Every member of the Board of Directors is expected to do the following:

- Prepare for and participate in board meetings,
- Serve on one board sub committee
- Ask questions, constructively participate in deliberations, listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise,
- Support governance decisions once made. Speak on behalf of the Board when granted the authority to do so,
- Participate in the review of the Association's mission and objectives and in the development of a strategic plan,
- Help the board to monitor the performance of the Association in relation to its mission, objectives, core values and reputation,
- Abide by the by-laws, code of conduct and other polices that apply to the board,

- Participate in the approval the annual budget and monitor the financial performance of the Association in relation to it,
- Participate in the evaluation of the CEO,
- Identify prospective board members,
- Participate in the evaluation of the board itself (annual board self-evaluation),
- Contribute to the work of board as a member of a board committee,
- Attend and participate in the Annual General Meeting,
- Be an ambassador for the Association – ensure one’s involvement is known within one’s own network of friends and contacts,
- Keep informed about community issues relevant to the mission and objectives of the Association,
- Assume a leadership role in philanthropy; this includes an annual donation to the Strong Kids Campaign and contribution to capital campaign,
- Act honestly, in good faith and in the best interests of the YMCA,
- Fulfill any legal and regulatory requirements

Qualifications

The following are considered key job qualifications:

- Knowledge of and genuine interest in the betterment of the community and organization
- Commitment to organization’s mission and strategic directions
- A commitment of time, experience and knowledge
- Willingness to learn

Evaluation

The performance of individual directors is evaluated annually in the context of the evaluation of the whole board and is based on the carrying out of duties and responsibilities as outlined above.

Removal of a Board Member

In accordance with the Bylaws of the Association, a Director may be removed from the board, by two-thirds majority vote, for non performance of duties. Being absent from three consecutive board meetings without sufficient reason could constitute a motion by the board for removal of the Director.