

The Mill Woods Seniors Association (MWSA) is seeking members to serve as a volunteer on the Board of Directors as well as a position of President. The goal is to create a high functioning and diverse board that is representative and inclusive of the community members we serve.

Am I the right person to join MWSA's Board?

Are you passionate about the future of MWSA? Do you have skills that would benefit the membership and MWSA? Do you have ideas for the long-term success of MWSA? Do you have ideas to support and promote the vision, mission, and values of MWSA?

What does a Board member do?

The MWSA Board is a volunteer board. A Board member needs to have time to devote to their involvement. As a Board member, you may contribute 4-10 hours a month, depending on the meetings scheduled and the roles you take on. This includes, but is not limited to, attending board meetings once a month, actively participating on committees, attending special events or programs, taking part in educational workshops, and attending the Annual General Meeting in March.

The Board develops and implements policies and strategies that will drive the operations of MWSA. As a member of the Board, a Director acts in a position of trust for the membership and is responsible for the effective governance of MWSA. Directors contribute some specialized skills, such as knowledge of finance, fundraising, legal matters, organizational and administrative skills, facilities management, and human resources.

Board Directors adhere to policies and bylaws in coordinating sound ethical and legal governance and financial management practices, including approving the annual budget and ensuring MWSA has sufficient resources to achieve its mission.

What does this look like in practice?

Committees:

You might join the Nomination Committee that oversees the recruitment and make-up of the Board. In this Committee, you can offer your creative ideas about how to attract and recruit diverse board members.

Committee opportunities for Board Members include:

Executive Committee: Provides guidance to the President and Executive Director on time-sensitive and substantial issues arising between Board meetings.

Finance Committee: A Board-Staff committee providing guidance and recommendations to the Board on financial matters.

Board Governance Committee: Reviews, revises and prepares for Board approval updates on bylaws and policies as it relates achieving MWSA Vision and Mission.

Human Resources Committee: Provides guidance to the Board and the Executive Director on human resources matters.

Funds Development Committee: A Board-Staff committee developing fundraising programs and opportunities to contribute to the financial stability of MWSA.

As a board member your role entails honoring the past, oversight of current operations as it relates to financial matters and envisioning a strong association for today and into the future.

At board meetings, you will gain knowledge around long-term strategic planning, financial management of non-profit organizations, foster relationships, and set direction that projects MWSA into the future.

You might attend information workshops to learn about long-term strategic planning, new computer programs or financial management of non-profit organizations.

There are many opportunities for participation to bring your skills to the table.

Board Member's Code of Conduct

To ensure effective governance, it is essential that Board Members demonstrate ethical conduct and commitment to a high standard of personal conduct. The Code describes the standard of behavior expected of each Board Member. As part of the nomination process, Board Members must sign an agreement to abide by the Code.

Parameters of the Code include:

Support of MWSA: Loyalty and a personal interest and participation in MWSA.

Adherence to Organizational Standards: Honor and abide by Bylaws, Policy, Board resolutions; municipal, provincial, and federal law; and License Agreements of MWSA with the City of Edmonton.

Treatment of Others: Respect, courtesy to volunteers, staff, and members. There is zero tolerance toward abusive, undesirable, or dangerous behaviour and language.

Board Meetings and Communication: Regularly attend Board meetings and be prepared to address matters of the Board and show courteous conduct respecting the opinions of others.

Confidentiality: All matters of the Board are confidential and may not be disclosed by any Board Member.

Individual Authority: Board Members have authority only when acting together at a legally convened meeting. No Board Member has individual authority except as stated in the Bylaws or Board Policies.

Show of Public Support: Board Members must support the Bylaws, Policies and decisions of the Board, actions taken by staff following policies, budgets, and plans. Board Members must never denigrate the motives, abilities or personalities of other Board Members.

Image and Integrity of MWSA: Behaviours and offences affecting the imagine of MWSA are subject to disciplinary action as set out in *Policy BP-11 Discipline Process for Complaints Against Board Members*.

Conflict of Interest: There are many reasons a conflict or the appearance of a conflict of a Board Member may arise which may diminish the reputation or integrity of MWSA's mission. Board Members are required to disclose any conflict or appearance of a conflict to the Board, and if uncertain must seek direction from the President.

Commitment to the Code: Potential Board Members must sign an agreement to abide by this Code.

What's in it for me?

By serving on a board, you meet other like-minded people in the community who are devoted to the support, growth and recognition of Mill Woods Seniors Association. This is an opportunity to grow and engage your existing networks. You also gain skills in policymaking, governance, leadership, and community accountability.

ABOUT MWSA

The Mill Woods Seniors Association is a non-profit charitable organization serving seniors.

MWSA started in 2007 with the vision of 4 individuals to create a place to support and provide services to the senior community in southeast Edmonton. MWSA grew from a single room in a

nearby community center to the large City of Edmonton co-funded building it is in today. By engaging seniors to learn, adapt and contribute to their society MWSA has grown to over 1200 members today.

Over the past years MWSA has worked and responded to the needs of the senior sector and community at large. The goal of MWSA continues to provide recreational, educational, and social programs to enhance the needs of seniors of all cultures in the greater Mill Woods community.

MWSA offers popular recreational activities at the center including pickleball, floor curling, yoga, and exercise classes. Social programs such as knitting and quilting clubs, jam sessions, and conversation circles; along with education sessions to enhance skills and knowledge in areas of technology, finances, painting and health and safety are also offered.

The Second Floor Cafe is always a popular spot offering a daily breakfast and lunch menu, with pre-ordering and pickup services during Covid. In addition, through Outreach and Home Supports programs, seniors are able to find personalized help. Through the Volunteer Program, MWSA encourages both seniors and non-seniors to utilize their skills and experiences to contribute to MWSA's goals and programs.

MWSA's goal of meeting the needs of its members requires continued rejuvenation, in part, through new Board Directors with new ideas. Goals of MWSA are set out in the Vision, Mission and Values and Value Statements.

Vision

MWSA is a welcoming centre that strives to meet the recreational, educational, and social needs of seniors in our community.

Mission

MWSA is to enhance the quality of life of seniors in Mill Woods and surrounding communities by providing programs and services that meet their recreational, social, health, physical, intellectual and emotional needs.

Values and Value Statements

MWSA's values and value statements clarify what MWSA stands for and how it operates. Its values and value statements are:

Respect: We listen to each other and treat others with fairness and dignity.

Inclusion: We celebrate our differences and create an environment of acceptance for all.

Innovation: We build on successful ideas and are open to new ways of doing things.

Collaboration: We work with others to achieve mutually beneficial goals.

Accountability: We respond to the needs of our members and take responsibility for our actions.

Sustainability: We focus on accomplishing current needs while keeping future needs in mind.

POSITION OVERVIEW

As a part of MWSA's volunteer board, directors are pivotal in helping steer MWSA towards achieving its strategic goals.

The President and 8 Directors are elected for a term of two (2) years. Each year 4 Director positions may be filled by election. Every second year the position of President may be filled by election. A Director may serve a maximum of 2 consecutive terms, or 4 years. Directors who advance to President may serve a maximum of 6 years on the Board.

Directors must hold a Regular Membership and be a Member in Good Standing throughout the duration of their term. Successful applicants may be required to obtain a clear Police Check.

The mandate of the Board of Directors is to provide leadership and clear direction by undertaking 6 key functions:

- Strategic Leadership to articulate MWSA's vision, mission and values; by assessing the needs of the community; development of a strategic plan; monitor and assess MWSA's progress; updating strategic plan and trends in order to meet MWSA's vision.
- Board Policy development to address and define the work of the board; how that work is carried out; monitoring, assessment, and evaluation of relevance of policy; delegation of authority; assessments to evaluate compliance and effectiveness.
- Selection, Support and Evaluation of the Executive Director. The Board hires, supports, monitors, evaluates and ensures continuity of the Executive Director who is responsible for the day-to-day operation of MWSA.
- Fiscal oversight of the ongoing financial viability of MWSA; provision of programs and services; resource management; maintenance of assets; all in a fiscally responsible manner.
- Legal Oversight and risk management to ensure compliance with all laws, protection of MWSA facilities, resources.
- External linkages ensuring accountability to the membership and community for fulfilling MWSA's mission and reaching its stated outcomes. Raising public awareness of MWSA. Representing the interests of its members to the community and other interested stakeholders. Ensuring the interests of the community and other key stakeholders are known within MWSA. Responding to matters affecting MWSA's relationship to its membership, the community, and other key stakeholders.

ARE YOU READY TO JOIN THE MWSA BOARD OF DIRECTORS?

MWSA actively seeks to promote diversity on our Board of Directors and to be inclusive of multiple perspectives. In order to assist you further, we ask that you familiarize yourself with these policies.

The goal is to create a high functioning and diverse board that is representative of the community members we serve.

THE NOMINATION PROCESS

Applications must be received on or before Monday February 5, 2024.

1. Application: Submitted in a sealed envelope addressed to the Nominating Committee Chair and dropped off at the MWSA office by February 5, 2024.
2. Interview: Successful applicants will be contacted to arrange an interview which will be held in person or via video or telephone under extenuating circumstances.
3. References: At the interview, you will be asked to provide the names and phone numbers of 3 references. Your references will be contacted.
4. Successful applicants will be required to sign an agreement as outlined in the Board Member's Board of Conduct and a satisfactory reference check

Applications may be picked up at the Front Desk starting January 2, 2024

The Nomination Committee thanks you for your interest.