



BOARD OF DIRECTOR'S

CANDIDATE GUIDE

Board of Directors Candidate Guide

Introduction:

Family Service Regina is seeking interested individuals to join our Board of Directors. To become a Director, the successful candidate must demonstrate leadership, insight and commitment to pursuing Family Service Regina's goals of creating wellbeing for individuals and families in our community. Directors are expected to, attend and participate in board and committee meetings, planning events and other activities.

Please submit your complete Application Package for consideration on or before **April 25, 2021** for consideration.

Family Service Regina believes a focus on diversity, equity and inclusion in all aspects of our work is essential to the continued relevance of Family Service Regina. The Executive Committee seeks qualified candidates with a view of aspiring to a Board that is reflective of the community it serves. Our staff and volunteers value, champion and embrace inclusion in all aspects and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation or status as a qualified disabled or handicapped individual.

A complete **Application Package** includes the following items:

- Application Form
- Code of Conduct Form
- Resume / CV

Note: If selected, a Criminal Record Check is required before participating in their first Board Meeting.

Please send your complete Application Package by end of business on April 25, 2021 in an envelope or by email marked "**Confidential**" to:

Shellie Pociuk CEO,
200-1440 Broadway Ave
Regina, SK
Or by email to spociuk@familyserviceregina.com

Recruitment and Election Process:

Current Vacancies: Three (3) Positions

The Executive Committee is responsible for assisting the Board in identifying qualified candidates for election at the Annual General Meeting and oversees a fair, transparent and democratic election process.

Initial Screening

The Executive Committee will review Board Candidate application form, resume/CV and record check to determine eligibility. Then the Board Candidate information will be evaluated against the current Board recruitment priorities and skills gaps in the current board composition.

Review and Selection

Board Candidates will be interviewed to further determine fit, commitment and alignment with United Way's values. Once pre-screening and due diligence is complete, the Board may appoint individuals to a Director position. New Directors will participate in an Orientation Session prior to their second Board meeting. The first meeting on the Board of Directors will be in September 2021.

Election at the Annual General Meeting

The Executive Committee will submit to the Board the list of all candidates who meet the eligibility requirements and recommend appointment at the 2021 Annual General Meeting in June.

Qualification:

A Director must meet all of the following qualifications set out in the Not For Profit Act:

- be at least 18 years old
- not have been declared incapable under the laws of a Canadian province, or by a court in a jurisdiction outside Canada
- be an individual, not a corporation
- not be in bankrupt status

About Family Service Regina:

Family Service Regina is a community based, not-for-profit registered charity grounded in a history of responding to the needs of people in our community. We work with individuals, families and communities in all their forms, who are currently in distress or at risk. We help people build on their strengths and move forward through counselling, education, support services and advocacy within a context of systemic change. Family Service Regina is mission driven and outcome focused. Our purpose is not to deliver a particular set of services. Our purpose is to help achieve outcomes with individuals, families and communities. 'Outcomes' refer to the impacts or end results of services on a person's life. Outcome-focused services therefore aim to achieve the aspirations, goals and priorities identified by those who access our services and supports. Outcomes are by definition individualized, as they depend on the priorities and aspirations of individuals, families and communities. Our services and programs are strategies to achieving our mission and impact for building healthy families and strong communities. We are committed to creating safe, just and inclusive environments free from violence, neglect, prejudice and discrimination.

Mission: Family Service Regina works to create well-being for individuals and families in our community.

This means we will;

1. Deliver programs and services that yield high impact outcomes
2. Collaborate across sectors to address complex social issues
3. Ensure that our programs and services respond to the challenges that threaten individuals and families and leave them vulnerable

Vision: Family Service Regina envisions a safe, inclusive and vibrant community in which all people are resilient and thriving.

Values:

Respect & Dignity

- We respect and show compassion for our clients, staff and volunteers. We have an appreciation of differences and a belief in the inherent good of each and every individual.

Diversity

- We are representative, inclusive and responsive to a diverse population and work to eliminate inherent and systemic bias

Empowerment

- We work from a framework of empowerment and not rescue for our clients. We empower individuals and their communities to achieve the desired results to improve quality of life.

Innovation

- We provide client centered services, proactively identify emerging needs, and seek creative solutions to address them

Accountability

- We are accountable for our decisions and the use of resources provided to us, as well as being transparent and acting with integrity in all that we do.

Board of Directors:

Family Service Regina's volunteer Board of Directors sets our direction, and is accountable for achieving organizational objectives. Their diverse skillsets, experience, and areas of influence are critical in helping us build resilient and caring communities. The Board functions in a Policy Governance capacity that does not require involvement at an operational level.

Directors have a fiduciary responsibility to act in the best interest of the organization. Board Terms refer to the length of service. Each Director is making a commitment to serve one 3-year term with an option to serve a second and third term if they seek to be re-elected.

The Board has primary accountability to our Members that comprise our donors, corporate and community partners, government and other funding bodies, volunteers, and to the broader community in which we operate, and to people in need within those communities. As such Board members will be sensitive to the impact on perception of Family Service Regina regarding political neutrality when involved in any political activity.

Director duties:

The principal duties of the Board fall primary within the following oversight responsibility areas:

- Setting the strategic direction
- Identify, mitigate and monitor organizational risks
- CEO selection, performance evaluation and succession
- Fiscal responsibility and trusteeship of funds
- Overall good Governance for the corporation
- Communication with stakeholders
- Integrity of corporate internal controls

Board Recruitment Priorities:

Attracting qualified, motivated board members is critical to the effectiveness and sustainability of our organization. A diverse board of directors with different ages, genders, cultures, skills, experiences, tenure and backgrounds creates new and interesting perspectives and can bring fresh ideas to the table. The Board Recruitment process aims to find balance by creating an equitable evaluation process and filling identified skills, experiences or competency gaps, including: Life Stage, Cultural and Geographic or Regional Diversity.

In addition, we are seeking candidates with the following specialized skills:

- Non Profit Policy Governance Expertise
- Financial Expertise (i.e. Chartered Professional Accountants)

- Communication and Marketing Expertise
- Demonstrated understanding of the local philanthropic community

Time Commitment

A fair time commitment is required of Family Service Regina Directors. This recognizes the organization's commitment to good governance and the individual director's dedication to our community at large.

With preparation, regular board meeting attendance, participation on a Committee of the Board, and other special meetings, Directors typically devote 2 to 3 hours per month to serving Family Service Regina.

Board Meetings:

The Board meets regularly on a bi monthly basis, from September to June each year. Meetings are typically from 12:00 pm to 1:00 pm. Meeting materials will be emailed to Board members about 5 days in advance of the meeting. It is an expectation that all Board members come prepared to ensure productive meetings.

Standing Board Committees (or Committees of the Board) meet quarterly at a minimum or as required. Meetings vary in duration, depending on the mandate of the Committee, but typically last 1 hour. There are two Standing Committees: Executive Committee and Finance & Audit Committee.

Family Service Regina regularly conducts Virtual Board Meetings using Telephone Conference or using Online platforms (such as Zoom). Some benefits of flexible meeting procedures include reduce costs of traveling; time sensitive issues can be addressed quickly and efficiently; and accommodation of Directors who may reside outside of Regina.