



YWCA Banff Board of Directors
Recruitment Information Package

Message from the CEO and President:

Thank you for your interest in YWCA Banff!

With over 100 years of history supporting women, girls and our community it is an honour to be a part of a positive, global organization that represents over 25 million women.

As a Board member, you will have the opportunity to work with a committed group of women to provide the governance necessary to shape the future of this organization while developing the skills and experience necessary to become a strong women leader in our community.

The YWCA Board cultivates an open and supportive environment where women are encouraged to learn new skills while sharing their talents with the organization and other Board members. We also have an excellent support team to help Board members reach their full potential.

YWCA Banff is an evolving pro-active organization and social advocate for the Bow Valley. We welcome your support and participation.



Wendy Kuiper
Board President



Connie MacDonald
CEO

YWCA Banff Background

For almost 100 years the YWCA Banff has been the leading resource for women and their families fleeing domestic violence and for providing safe, affordable housing in the Bow Valley. It was with the YWCA national mandate in mind, that in 1912 we officially opened our doors to serve the critical needs of our community in housing and anti-violence prevention. In 1987, the old Banff Mineral Springs Hospital was acquired and renovated by the YWCA Calgary for the purpose of providing affordable co-ed accommodation. The building was awarded to the YWCA for \$1 because of the YWCA's successful 75 year history in housing and social services. Until 1995 when the organization became autonomous, the YWCA Banff was under the auspices of the Calgary YWCA. We are still in the same location today at 102 Spray Ave. The organization continues to evolve and is now structured based on our three pillars: Programs & Services, Housing, and the YWCA Banff Hotel social enterprise.

Today the YWCA Banff works towards the following outcomes:

- Respect for the human rights of women and girls.
- Provide and advocate for suitable emergency and transitional housing; and permanent affordable housing.
- Advance the leadership of women and girls.
- A sustainable community-based organization.

Mission:

Empowering women, girls and our community through leadership development, advocacy, and the provision of relevant programming and services.

Values:

- **A Woman's Perspective:** Women must be leaders in shaping social, economic and cultural directions to achieve equality for all women.
- **Accountability:** We are accountable as professionals and advocates to our organization and the people and communities we serve.
- **Cooperation:** We are connected to the community and other professionals, committed to learning and working meaningfully together to empower and promote the well-being of women, girls and our community.
- **Global Connection:** We are interconnected through a global movement to women and their families.

Gratitude: We appreciate and respect the generosity of those who help us to achieve our goals.

- **Service:** We provide professional service and create an environment that is open, respectful and welcoming.
- **Culture:** We value a positive and cohesive culture shaped by personal integrity, diversity and a creative approach to new ideas.

Profile:

Annual organization budget: Approximately 2.5 million

Number of Employees (including full-time, part-time and contract): 30-35

YWCA Board of Directors:

The 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. Frontline staff are accountable to the CEO.

Director Requirements:

- Commitment to the mission and values of the organization, includes advancing the rights and freedom of women and girls.
- Being informed on the programs and services offered and other organizational matters, as well as participating in discussions and decisions at Board Meetings.
- Attendance at monthly board meetings (there are no meetings in December and August).
- Attendance at Annual General Meeting (June).
- Have a membership to YWCA Banff
- Attendance at annual Board Retreat
- Support of YWCA events such as Walk a Mile in Her Shoes and VINEart Gala
- Include the YWCA Banff as a charity of choice
- Read and understand the Board Policy Manual and Bylaws

Term:

Directors are elected by the members at the Annual General Meeting for a two year term and are eligible for re-election for up to three further consecutive two year terms.

Qualification and Skills

Board members should be passionate about the mission of the YWCA to help build the leadership capacity of our organization. We look for skills and expertise in the areas of finance/accounting; hotel management; fund development; legal; operations; human rights and women's issues. This dynamic volunteer role is perfect for those interested in helping

to empower women, girls and our community through leadership development, advocacy and involvement in a worldwide organization.

Time Commitment

Directors are expected to attend monthly Board meetings as well as the AGM and an annual Board development session. Regular Board meetings are approximately two hours in duration, with roughly one hour of preparation in advance of the meeting. New board member orientation with the President is usually one hour, and new Directors also meet with the CEO for approximately one hour which includes a tour of our facility. The AGM is held at the end of June. The annual Board development session is a full day event typically in January or September. Committee and Board Executive work is in addition to these general Director time commitments. Directors are also encouraged to attend YWCA events throughout the year.

Board Meetings

Board meetings are held on the fourth Wednesday of the month from 6:00-8:00 pm in the YWCA Banff boardroom. There are no monthly meetings in December and August.

Benefits of Being a Director

Join a committed and passionate group of women who guide the vision of the organization! Gain valuable Board experience and training – we are committed to the growth and development of women, including those on our Board. Directors are encouraged to take on roles within the Board committees and stretch their current skills.

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

Membership

Membership is required to serve on the Board. A one year membership is \$25 and a three year membership is \$50. You can learn more about membership at www.ywcabanff.ca/how-you-can-help/membership/ and you can purchase your membership by contacting ancy@ywcabanff.ca or calling 403 760-3218.

Board Executive Positions

President
Vice President
Treasurer
Secretary

Board Committees

1. Executive

2. Finance
3. Nominating
4. Housing

Calendar of Significant Events:

June: Annual General Meeting
September: Walk a Mile in Her Shoes
October: Week Without Violence
November: Family Violence Prevention Month
December: Rose Campaign
March: Change Makers
Women of Distinction Awards
VINEart Gala & Auction

Recruiting Process

Applications and resumes are to be submitted to the Executive Administrator, who will forward them to the Nominating Committee. Successful candidates will be selected for an interview with the Nominating Committee. Board positions will start at the next monthly Board meeting. New Board Members are then voted in at the AGM in June.

Are you interested?

If you have questions or are interested in becoming a Director, please complete the application form and send the form and resume to Ancy Viegas, Executive Administrator at ancy@ywcabanff.ca

Other Volunteer Opportunities

Throughout the year there are other volunteer opportunities available with YWCA Banff. Please contact Ancy at 403 760-3218 or ancy@ywcabanff.ca

This is a very exciting time to be a part of YWCA Banff. Thank you for your interest!