



**YWCA Banff Board of Directors
Recruitment Information Package
2025**

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 and a wonderful experience 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 skills and experience to build your leadership capacity.

The YWCA Banff cultivates an open and supportive environment where Board Directors 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 interest and participation.

A handwritten signature in black ink, appearing to read 'K Boyd'.

Kate Boyd
Board President

A handwritten signature in black ink, appearing to read 'Ebony Rempel'.

Ebony Rempel
CEO

YWCA Banff Background

For over 100 years the YWCA Banff has had a presence in the Bow Valley. It was with the YWCA national mandate in mind, that in 1912 we officially opened our doors, providing a safe place for women travelling or seeking respite in the mountains and ultimately entry level housing for folks coming to Banff.

In 1987, the old Banff Mineral Springs Hospital was acquired and renovated by YWCA Calgary for the purpose of providing affordable co-ed accommodation and community programming. In 1995 YWCA Banff became an autonomous organization, no longer under the auspices of the YWCA Calgary, operating from the same location at 102 Spray Avenue in Banff. The organization continues to evolve and serves people of all genders across the entire Bow Valley.

The YWCA works towards the following outcomes:

- **People and Culture:** Strengthen our culture to attract, retain, and develop the best people.
- **Resource Development:** Expand our resource framework to enhance the sustainability of our programs and services.
- **Advocacy and Leadership:** Lead our community to advance gender equity and prevent and respond to gender-based violence.
- **Housing and Shelter:** Develop facilities and services to better meet the spectrum of emergency and supportive housing needs.

Mission:

Shaping a safe and inclusive community that empowers women and their community for a better future.

Our Guiding Principles:

- **Women-Centred:** We root our work in the knowledge that gender equity is a basic human right and adopt a women-centred approach to achieve healthier and more prosperous communities.
- **Autonomy:** We value the lived experience of each person and respect their right to individual freedom and self-determination. We believe that the folks we serve are the experts in their own lives and can make their own decisions when it comes to their care.
- **Inclusivity:** We embrace people across varying identities and aim to provide equal access to opportunities for those who might otherwise be excluded or marginalized.
- **Collaboration:** We connect with a diverse network of community partners to advance our mission and create greater impact.
- **Adaptability:** We lead a stable organization in an ever-changing landscape. We understand and accept that change is inevitable. We push boundaries, challenge conventions, and shift to better support our community.

- **Integrity:** We maintain an accountable, professional presence in the Bow Valley and ensure the credibility of our organization through sound internal practices and transparent communication about our values, goals, practices and outcomes.

Organization Profile:

Annual budget: Approximately 4 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
- Stay informed on issues impacting women, girls, and the people we serve in our community
- Be a confident advocate for YWCA programs, services and operations
- Attendance at all board meetings and actively participate in discussions and decisions
- Maintain a current YWCA Banff membership
- Attend annual Board Retreat
- Support YWCA events and campaigns (E.g., VINEart Gala, Hope for the Holidays)
- Include 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, or appointed as vacancies arise through out the year, and are eligible for re-election for three further consecutive two-year terms.

Qualification and Skills

Board members should be passionate about the mission of the YWCA and to help build the leadership capacity of our organization. Our recruiting is based on many attributes all with a focus on building a well-rounded Board that reflects the diversity of our community as demonstrated through skills, lived experience, demographics and interests. As a Board, we are open to women with Board experience but also women who are interested in gaining Board experience. Knowledge or expertise in leadership, communication, project management, Indigenous relations, and fund development are always helpful - but this list is not exclusive. **We are currently in need of Directors who represent the young women's population between 18 – 30 years of age**, but all applications will be considered.

Time Commitment

Directors are expected to attend monthly online Board meetings as well as the Annual General Meeting (AGM) in July and annual Board development session in April. Regular Board meetings are approximately two hours in duration, with roughly one hour of preparation required in advance of the meeting. New board member orientation is usually one hour, and new Directors also meet with the CEO for approximately one hour which includes a tour of our facility. The annual Board development session is a 1 to 2-day event typically in October. Committee, event attendance and board executive work is in addition to these general Director time commitments and usually takes an additional 1 – 3 hours per month.

Directors are also encouraged to attend YWCA events throughout the year including fundraising/education events, and occasionally attend a national meeting organized by YWCA Canada.

Board Meetings

Board meetings are held on the fourth Wednesday of the month from 5:45pm -8:00 pm. Meetings may be held virtually or in-person. 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. If selected as a Board member, you can learn more and purchase your membership at <https://ywcabanff.ca/get-involved/memberships/>.

*Please note, you are not required to become a member before you are confirmed for election to the Board. Purchasing a membership will **not** affect your application.

Board Executive Positions

President

Vice President, Operations

Vice President, Governance

Treasurer

Secretary

Board Committees (this list is not exhaustive)

Standing

1. Executive
2. Finance & Capital
3. Nominating
4. CEO Review
5. Programs

Ad Hoc

1. By-law Review

Learning Group

1. Truth and Reconciliation

Calendar of Significant Events:

June: YWCA Canada's Annual Members Meeting

July: Annual General Meeting & Golf Tournament

October: Board Retreat

November: Family Violence Prevention Month & YWCA Canada's One Movement Meeting

December: Hope for the Holidays Campaign

March: VINEart Gala & Auction

May: Change Makers Event & Awards & Sexual Violence Awareness Month

Recruitment Process

Applications and resumes are to be submitted to the Administrative Coordinator, who will forward them to the Nominating Committee. Successful candidates will be selected for an interview with the Nominating Committee. All candidates can expect to hear back from the Nominating Committee by June 2025.

Are you interested?

If you have questions or are interested in becoming a Director, please complete the application form and send the form, along with your resume to Samantha Welanc at sam@ywcabanff.ca by **May 9, 2025**.

Other Volunteer Opportunities

Throughout the year there are other volunteer opportunities available with YWCA Banff. Please contact marketing@ywcabanff.ca to inquire.

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