



YWCA Banff Board of Directors  
Recruitment Information Package  
2022

## **Message from the CEO and President:**

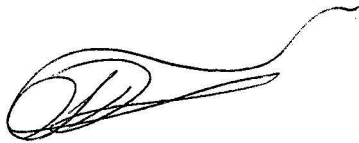
Thank you for your interest in YWCA Banff!

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 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 interest and participation.



Salina McNamara  
Board President



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 men and women.

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 embrace our responsibilities as a member of a global movement committed to women's rights, gender equity, and a world without violence.
- **Innovation:** We push boundaries as leaders in our field. We challenge conventions and seek out research and wise practices to inspire transformative change.
- **Sustainability:** We lead a stable organization in an ever-changing landscape. We collaboratively make decisions that strengthen the future of our organization.
- **Transparency:** We maintain an accountable, professional presence in the Bow Valley. We ensure the integrity of our organization through open communication about our goals, practices and outcomes.

- **Inclusivity:** We strive to advance diversity and promote equity in all our decisions and interactions. We invest in learning to challenge racism and oppression.
- **Partnership:** We promote open and active teamwork, and connection with a network of community partners. We seek out and nurture collaborations that enhance our work, relationships and community.

**Profile:**

Annual organization budget: Approximately 3.5 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
- Stay informed on issues impacting women and girls and 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 of YWCA events and campaigns such as VINEart Gala and 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 or as vacancies arise through out the year, for a two-year term 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 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, finance, project management, hospitality, planning, equality, Indigenous relations, engineering, fund development, legal, human services, government relation – are always helpful but this list is not exclusive.

### **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 Annual General Meeting (AGM) is held in June or July. The annual Board development session is a 1 to 2-day event typically in October. Committee 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 the Annual Members Meeting, 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 in the YWCA Banff boardroom\*. We anticipate shifting some meetings to Canmore in the upcoming years. There are no monthly meetings in December and August.

\*During the COVID-19 pandemic and as of April 2022, all meetings are held virtually.

### **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 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 as a candidate for election to the Board. Purchasing a membership will not effect your application.

## **Board Executive Positions**

President  
Vice President, Operations  
Vice President, Governance  
Treasurer  
Secretary

## **Board Committees**

### *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  
November: Family Violence Prevention Month  
YWCA Canada's One Movement Meeting  
December: Hope for the Holidays Campaign  
March: VINEart Gala Auction  
May: Change Makers / Women of Distinction Awards

## **Recruiting Process**

Applications and resumes are to be submitted to the Fund Development 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 2022.

## **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 Emily Rourke at [emily@ywcabanff.ca](mailto:emily@ywcabanff.ca) by **May 23, 2022**.

## **Other Volunteer Opportunities**

Throughout the year there are other volunteer opportunities available with YWCA Banff. Please contact Emily at 403-760-3201 or [emily@ywcabanff.ca](mailto:emily@ywcabanff.ca)

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