



## Board of Directors- Applications

The Elmwood Community Resource Centre (ECRC) is family resource Centre located in Elmwood.

Our mission is to build community in Elmwood with resources and supports that make the neighborhood a great place to live, work and raise a family.

Our vision is to be a community of positive outcomes for everyone.

### Summary of the program we offer:

Our Main office is located at 545 Watt st with additional satellites facilities were run various programs.

- 1) Family Counselling Program (new service to the community)
- 2) YEAR Program - Youth in Elmwood Arts and recreation program. This is leadership afterschool program for youth between 12-17 years old.
- 3) EYEE - Is an employment program that is designed to give participants the skills necessary to obtain and keep employment.
- 4) NISW - Neighborhood Immigrant Settlement Program designed to help New Canadians to effectively settle and integrate in the Elmwood area
- 5) Healthy baby - Provides parenting guidance and support to expecting and new moms up to 1 years old.
- 6) Goal Adult Literacy - is an adult literacy program to help prepare individual improve their literacy skills and assist adult in preparation of GED exam.
- 7) Drop in - Provides computer access to help community members find jobs and connect with resources in the area. As well as access to phone, voicemail and an employment Counselor
- 8) Summer Programming – Providing Elmwood Literacy Summer Camp, Green Team Support for residents lawn care.
- 9) Essentials Food Program – Community Gardening program, Food security services through the Better Access to Grocery in partnerships with local stakeholders.

We also offer a number of Community Events and educational and wellness workshops throughout the year.

ECRC is inviting interested individuals to join the Board of Director by completing the Board Member application forms, including a cover letter and resume.

The Board Of Director is composed of a minimum eight (8) and a maximum twelve (12) directors. Our By-law requires our Board to consist of at least one (1) Director living in the Elmwood Community who is under the age of Thirty (30).

The majority of the Directors to be residents of the Elmwood Community, unless such a composition shall be considered by the Board of Directors to be detrimental to the best interests of the Association, in which case the percentage of Directors who are residents of the Elmwood Community shall be at the sole discretion of the Board. Notwithstanding the foregoing, the Board shall at all times consist of as many residents of the Elmwood Community as practicable taking into consideration the need for certain expertise on the Board of Directors.

You can read our full By-laws @ <http://elmwoodcrc.ca/wp-content/uploads/2016/12/Approved-By-laws-September-2016.pdf>



17 % of Elmwood population is of Aboriginal decent and Talbot-Grey has significantly higher rate of recent immigrants compared to Winnipeg (43% higher). In order to effectively serve our community, ECRC attempts to have community representation at all levels of the organization.

Over 40 % of our staff and Board of Directors live in Elmwood. While 60% of ECRC staff are newcomers or first generation newcomers background, 72% of ECRC staff are woman, and over 50% of our Board of Directors are women.

In addition we are looking for experience in the following key competency areas:

- Non-profit Operation and Financial Management
- Fundraising
- Government policy and trends
- Community Development & Social Welfare

Please see the attached Board Members roles and responsibility and application form. We ask that application be received by the ECRC Nominating Committee by **August 11th, 2017.**

Executive Director and Chair of the Board would be happy to answer questions about the commitment asked of directors or their experience on the board and committees. Please submit application to the attention of Leanne Hildebrand, Board Chair, at [ncondo@elmwoodcrc.ca](mailto:ncondo@elmwoodcrc.ca) and visit our website to learn more about ECRC work [www.elmwoodcrc.ca](http://www.elmwoodcrc.ca)



## Board Member Roles and Responsibilities

### Key Responsibilities

---

The role of the Board is to govern the organization:

1. Comply with the Corporations Act, by-laws and decisions made by the Board
2. Establish the organization's mission, vision, direction and purpose, and develop policies to ensure they are attained
3. Ensure the financial health of the organization and manage risk by ensuring there are adequate resources to carry out its work and by monitoring the budget and expenditures
4. Oversee the Board's operations by: determining its role; developing policy to govern its behaviour; evaluating its progress and effectiveness; and recruiting, training and evaluating individual board members
5. Attend and participate in board meetings, committee meetings and the Annual General Meeting
6. Prepare for and participate in the discussion and deliberations of the board
7. Keep board discussions confidential
8. Report potential conflict of interest possibilities as soon as they arise
9. Participate in the development of organizational policies
10. Monitor and evaluate the effectiveness of the Executive Director's management of the organization's programs and services

### Legal Duties

---

Directors have three legal duties to the board.

- **The Duty of Care (Diligence):** requires that a director demonstrate honesty, openness and fair dealing. Directors are expected to attend board meetings, to review materials and information supplied to board members and to evaluate courses of action.
- **The Duty of Obedience:** A director is obligated to carry out the purposes of the organization as expressed in the legal documents creating the organization, such as its certificate of incorporation, and any amendments thereto, its bylaws and in other documents defining its mission, values and vision.
- **The Duty of Loyalty:** The duty of loyalty requires a director to have an undivided allegiance to the organization's mission, values and vision when using either the power of his/her position or information he/she possesses concerning the organization or its property. The two important key aspects under this duty are Conflict of Interest and Confidentiality.



## Board Application Form

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

Email \_\_\_\_\_

Resume attached    €    Yes            €    No

Please list your skill set and areas of knowledge and expertise

---

---

Please describe your experience in non-profit organizations, on Boards, other volunteer experience

---

---

---

Please share with us what attracted you to ECRC

---

---

Please list area(s) of interest within ECRC you wish to be involved in.

---

---

I confirm that I have read the By-Laws and Board roles and responsibility and wish to be considered for nomination to the ECRC Board of Directors.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

We thank everyone who expressed interest in joining ECRC, and will be in touch with those selected by the Nominating Committee to proceed to election at the Annual General Meeting.