



Recruitment and Nominations Materials Package

The Kinsmen Lodge Board Nominations Committee is seeking candidates to enhance the Board as part of an on-going process of Board renewal. New members will join in September 2017, for a three year term.

Strong candidates will possess some or all of the following attributes:

- Interest in serving the community;
- Knowledge of non-profit governance and best governance practices;
- Community involvement;
- Strategic thinking, planning and development;
- Business leadership experience;
- Understanding of government legislation and government relations;
- Public relations and marketing experience;
- Ability to understand financial statements, management reports and risk management programs;
- Knowledge of information technology;
- Fundraising and community relations experience;
- Risk management policy and systems experience;
- Healthcare/nursing/eldercare knowledge and experience;
- Understanding of legalities related to healthcare and business;
- Performance monitoring experience;
- HR management knowledge and experience; and
- Interpersonal skills that promote teamwork, collaboration and effective decision making.

The material in this package was developed by the Kinsmen Lodge Board of Directors to enable those individuals who are considering putting their name forward as a candidate or for those wishing to nominate someone, to (a) gain an understanding of our organization; (b) be informed about the roles and responsibilities of our Board and how it operates; and (c) be informed about the job and responsibilities of a Director. Those making a nomination must be a member of the Whalley & District Senior Citizens Housing Society.

We ask that you take the time to read through the materials as a way to help you determine if you wish to put your name forward as a candidate for one of our Board Director vacancies this year or if you plan to nominate someone. If you have any questions, please contact one of the Nominations Committee members, whose names and contact information are at the end of this material.

Should you decide to put your name forward as a candidate or accept having your name put forward by someone else, please complete the Candidate Information Form included with these materials and submit it via email or regular mail to the Nominations Committee (contact address provided on the form). If you are nominating someone, please fill in the form at the end of this material and submit it.

Kinsmen Lodge

Kinsmen Lodge is a government-funded complex care home, a non-profit organization with a rich and proud history of serving Elders in the Surrey community since 1975. We are located at 9650 137A Street, right across from Surrey Memorial Hospital in Surrey, BC. Kinsmen Lodge is governed by the Whalley & District Senior Citizens Housing Society, a non-profit organization which was incorporated in 1961. We meet or exceed the standards and requirements of the Community Care and Assisted Living Act and of funding, licensing and accreditation bodies. We champion the Eden Alternative™ (www.edenalt.org), a principle-based philosophy to transform institutional approaches to care into a community where life is worth living. We provide care to 157 Elders in a caring and home-like environment enriched with activities, and a range of services that promote involvement and well-being of residents. (www.kinsmenlodge.ca)

The Board of Directors

The Board of Directors comprises 9 individuals approved by the Society who serve three year terms. They represent and are accountable to the membership of the Society and ensure that financial objectives and service levels are met in order to foster the long-term success of the organization. The Board has the responsibility to oversee the conduct of the business of the organization and to supervise management, which is responsible for the day-to-day conduct of business. In performing its functions, the Board also considers the legitimate interests that others such as clients, client families, employees, suppliers, and health industry sectors have in the organization.

The Board is responsible for:

- Establishing the Mission, Vision and Values of the Society and monitoring its policy decisions and the services offered to ensure they reflect the approved Mission, Vision and Values;
- Selecting, supporting and evaluating the CEO;
- Establishing and monitoring a multi-year Strategic Plan;
- Providing sound financial oversight and ensuring the Lodge is well-managed including approval and monitoring of the annual Operating Budget and ensuring contractual requirements to Fraser Health Authority and licensing/accrediting bodies are met;
- Developing and revising as required the By-Laws of the Society;
- Establishing Board policies and member Standards of Conduct;
- Approving Management policies;
- Evaluating its own performance; and

- Advancing the Lodge public image liaison with other organizations and agencies.

The **time commitment** for the Director role involves:

- Attending the monthly Board meeting on the third Wednesday of the month, normally held from 6 to 9 pm;
- Attending approximately one committee meeting per month during normal business hours;
- Attending an annual one-day Board goal setting and strategic plan review session;
- Attending the Annual General Meeting of the membership, held in June;
- Attending the Directors' orientation program at the beginning of their term;
- Attending various Board education and/or training events; and
- Committing to spending time each month in preparation for and attendance at Board and Committee meetings.

Board of Directors Terms of Reference is available on request.

Nominating Committee contacts:

- Brian Joel, Board Chair: 604-649-3387 bj Joel@positec.com
- Joy Page, Board Vice Chair: 778-384-1757 joypage07@gmail.com
- Brian Cote, Board Secretary: 604-541-4085 bcote@mutualmaterials.com
- Bill Gill, Board Treasurer: 604-807-5145 bill.gill@crowemackay.ca

KINSMEN LODGE BOARD OF DIRECTORS

Prospective Candidate Information Form

Name: _____

Address: _____

City _____ Postal Code _____

Occupation: _____

Email address: _____

Phone: Residence _____ Work _____ Cell _____

Place a \surd next to the topic(s) you think you are best suited to contributing to the work of the Board:

Policy development ___ Strategic planning ___ Financial planning & management ___

Fundraising ___ Health care knowledge ___ Knowledge of the Eldercare sector ___

Technology ___ Government relations ___ Public policy ___ Team building ___

Business planning ___ Fund raising ___ HR Management _____

Risk management ___ Legalities ___

Other (list)

Candidate Statement: In not more than 300 words on a separate sheet of paper, please provide us with information about yourself. This should include something about your experience and qualifications for the position of Director; the skills, talents, experience and other attributes that you would bring to the table; why you are interested in being nominated for a position as Director on our Board; something about your community service experience; and a statement on what you believe is the role of a non-profit Board.

Prospective Candidate: _____

References: (2-3)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

The form below is to be completed and submitted by members of the Whalley & District Senior Citizens Housing Society wishing to nominate an individual as a candidate for the position of Director on the Kinsmen Lodge Board

KINSMEN LODGE BOARD NOMINATION FORM

Name: _____

Address: _____ Postal Code _____

Phone: Home _____ Work _____ Cell _____

I am nominating _____ for a Directorship on the Kinsmen Lodge Board because

The nominee contact information is: phone: _____ email _____

Submit this completed form to:

Brian Joel, Chair, Board of Directors, Kinsmen Lodge, 9650 137a Street Avenue, Surrey, BC, V3T 4H9

Or bjoel@positec.com