

Board Recruitment Package

Board Development

Role of the Board of Directors

As a diverse group of individuals, the most challenging aspect of Board work is to function as a cohesive group, striving to achieve agreed upon goals and objectives in order to carry out the purpose of the WMFRC.

Public Trust

The single most important function of the Board is maintaining public trust. Public trust is a crucial function of each board member as they maintain and develop WMFRC resources; ensuring services remain available to our client group now and in the future.

Code of Ethics

Respect the confidential nature of the Board and its business. Board members have an obligation to completely understand and follow a prescribed code of ethics. More than just meeting legal standards, board members are expected to meet moral standards of conduct as well.

So You Want To Be a Board Member?

Before saying yes, you should consider whether or not you:

- Share the values and community responsibilities of this board
- Are able to meet the performance expectations for board members
- Know enough about the organization to make an informed decision

Board Liability

When an organization incorporates, it limits an individual board member's liability. The key word is "limit." Liability is not entirely eliminated. The board must follow the constitution and bylaws of the organization and the legislation under which it is established.

Examples:

- Non-management is evident if an individual board member or corporate management disregards their responsibilities.
- Negligence or wilful mismanagement is evident if a Board or board member conducts duties poorly, improperly, or dishonestly.
- Conflict of interest or self-dealing is evident if a board member stands to gain personally from a transaction made by this organization.

Vision

The Military Family Services Program vision is:

- Confident, capable and resilient families in a supportive Canadian Armed Forces Community

Mission

The Military Family Services Program mission is:

- To promote and facilitate community-based military family services that strengthen Canadian Armed Forces families and communities

Values

The Military Family Services Program (MFSP):

- Supports the achievement of MFSP goals in diverse and flexible ways
- Operates in an accountable and transparent manner
- Promotes an environment of equality and respect
- Works collaboratively with all stakeholders
- Builds mutually-supportive partnerships with the CAF and the broader community to enhance individual, family, and community development within the CAF
- Recognizes the interdependent nature of individual, family, and community life
- Recognizes the inherent resources, skills, and capacities of CAF families
- Encourages and recognizes the importance of life-long learning, mutual assistance, and support
- Promotes leadership, volunteerism, and participation in all aspects of community development
- Respects the integrity of all those involved in the program
- Ensures confidentiality of personal information
- Continually seeks to improve practice
- Advocates for policies, services, and systems that strengthen CAF communities, and enhances the well-being of military families

Goals:

MFSP goals are:

- To help families of CAF members manage the stresses associated with the unique characteristics of the military lifestyle
- To enhance the quality of life in CAF communities by supporting personal, family, and community development
- To foster the active and meaningful participation of CAF families – and in particular, civilian spouses of CAF members – in the development, delivery, and evaluation of military family services
- To contribute to the operational effectiveness of the CAF by strengthening CAF families and communities

Performance expectations

For each of the following criteria think of a specific example as it relates to your experience:

1. *Loyalty:* You must uphold the interests of the organization and its membership.
2. *Conflict of interest:* You have the fiduciary responsibility (hold a position of public trust) to act in good faith and in the best interests of the organization.
3. *Individual authority:* Through your position as a board member you must not try to exercise individual authority over staff or parts of the organization. You will be part of a board that speaks with one voice in its dealings with the organization and the public.
4. *Conduct:* When you interact with your colleagues on the board, staff members, clients, or with outside bodies in your community, your behaviour should reflect the principles of fair play, ethics, and straightforward communication.
5. *Meeting preparation:* You should prepare for meetings. This includes reading the minutes of the previous meeting and identifying any questions or concerns.
6. *Active participation:* You should attend all board meetings and meetings of any committees to which you have been assigned. Ask questions as needed and develop a working knowledge of meeting procedures. Attend or assist with various events throughout the year.
7. *Board and ED relations:* You should encourage a cooperative working relationship with board members, staff, and ED.
8. *Confidentially:* You should keep board business and matters of a delicate nature confidential.
9. *Image:* You should present a positive view of the organization to the public.

Other

- The Wainwright Military Family Resource Centre Society is a body legally incorporated under the Societies Act of Alberta, S-14, RSA 2000.
- The Society is also a Registered Charity under the Canada Income Tax Act, R.S.C. 1985
- Each centre is to be governed by a volunteer Board of Directors, elected by the membership, and consisting of at least 51% majority of non-serving spouses.

To apply, mail or drop off a résumé, cover letter and completed Board Membership Application Questionnaire to:

WMFRC Board Membership Committee
PO Box 29
Bldg 400, Hillside Rd.
Denwood, AB
T0B 1B0

Or by fax:

780-842-1876



Board Membership Application Questionnaire

The Wainwright MFRC Board of Directors strives to maintain a Board composition that is representative of the military community it serves. The Board considers applications based on current Board composition requirements and skill or expertise requirements.

Please answer the following:

1. Are you a CAF family member? Yes No

If Yes, check all that apply: Reservist Regular Force Spouse

2. Are you willing to commit one to three evenings a month for Board of Director meetings as well as two to three weekends per year for training and development?

Yes No

Agreement and Signature

The Wainwright MFRC strictly adheres to the Privacy Code for Military Family Resource Centres. All personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

Note: A full copy of the Privacy Code for Military Family Resource Centres is available at the Wainwright MFRC Office.

Signature

Date

For Office Use Only:

Candidates for membership to the Board of Directors of the WMFRC are required to provide the MFRC with the following documents before being named to the Board:

- | | |
|---|------------------------|
| 1. Release of results of Vulnerable Sector Check
Wainwright RCMP
826 – 3 Avenue
Wainwright AB T9W 1C5 | Provided _____ |
| 2. Alberta Children’s Services Intervention Record Check
Child and Family Services
Suite 30, 810 14 Ave
Wainwright AB T9W 1R2 | Provided _____ |
| 3. Security Awareness Training | Completed _____ |
| 4. Authorization and Release Form | Completed _____ |