

## Board of Directors Position

The Northern Lights Health Foundation is currently accepting applications for membership on the Board of Directors.

The Northern Lights Health Foundation Board of Directors is comprised of dedicated volunteers who are recruited to share their expertise and help represent the wishes of our donors. Being a board member is a rewarding and meaningful governance experience involving teamwork, relationship building, and stewardship.

The role of the Board of Directors is to assume the overall stewardship of the Foundation by adopting strategic governance practices, overseeing the Foundation's affairs, and monitoring and assessing the performance and progress in meeting short- and long-term goals. Board members champion the Foundation's cause and its goals in the community, and support the Foundation in fundraising and advocacy. While the day-to-day operations are led by the Executive Director, the board-ED relationship is a partnership and the appropriate engagement of the board is both critical and expected.

### Board Structure

The board is comprised of up to 18 voting members. The board recruits new members to replace retiring members. Applications for membership are accepted throughout the year and new members are voted onto the board at the June AGM.

### Time Expectations

Board members serve a three-year term with the option of renewal terms. Members attend eight board meetings a year. In addition, each member participates in a minimum of one committee (Finance, Governance, and Executive Committee). Each committee meets monthly for 1.5 hours. All meetings are in Fort McMurray; however, participation by phone and video conference is available. Board members also attend signature events and may offer additional time as event volunteers. It is estimated that a board member can spend between 150 and 300 hours a year volunteering on the board.

### Giving and Fundraising Expectations

The Foundation's mission is to raise funds, thank people and share the difference donations make for excellence in healthcare in our region. As a result, all board members are required to help raise funds for the Foundation. They can do this in a number of ways such as; sponsor and attend events, introduce potential new donors, leverage connections, and help thank donors. Members are expected to make annual gifts that reflect the Foundation's fundraising priorities.

### Responsibilities

In order to fulfill their role as a member of the board, members are responsible for the following:

#### General Responsibilities

- Attend regularly scheduled board meetings
- Participate on at least one board committee
- Be prepared for board and committee meetings – this may also include special meetings such as strategic planning sessions and the AGM

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- Understand the Foundation's goals, objectives and programs and how they are decided and implemented
- Understand the relationship with Alberta Health Services, North Zone Area 10 as the single qualified donee of the Foundation
- Know the Foundation's budgets, budget process and financial status

### Strategic Oversight Responsibilities

- Establish and review clear Foundation vision, mission and values
- Understand the strategic environment and the opportunities and challenges that exist on the horizon; factor these elements into the strategic direction, policies and board calendar as appropriate
- Ensure clear direction is provided to the ED so (s)he can implement the board's direction
- Recruit and orient new trustees and regularly assess board performance to effectively plan for board success and continuity of operations

### Fiduciary Oversight Responsibilities

- Ensure that policies are clearly identified and understood, and that the board acts on them as a whole
- Understand the difference between management and board functions, management and board roles, and policy and implementation
- Ensure that effective organizational planning is completed by the ED to implement board direction and take advantage of opportunities and mitigate risks that have been identified
- Maintain oversight of an integrated risk management framework that anticipates, manages and reports on (at minimum) financial, regulatory, legislative, reputational and donor risks
- Support the ED and regularly assess her/his performance
- Ensure legal and ethical integrity and maintain accountability

### Donor and Volunteer Stewardship

- Actively and regularly participate in fundraising activities of the Foundation
- Contribute to the Foundation's stewardship plans and strategies by bringing forward innovation or improvement opportunities, potential donor contacts and other information about the strategic and fundraising environment
- Act as an ambassador of the Northern Lights Health Foundation at all times
- As a principle, board members are also expected to be donors as a signal of personal commitment and support for the Foundation

### Fundraising responsibilities

- Make financial contributions to the Foundation
- Ensure that the Foundation has adequate financial resources to implement the board's direction
- Identify and qualify prospective donors
- Act as an ambassador for the Foundation and cultivate relationship with potential donors and the wider community
- Open the door for the Foundation to hold conversations and solicit donations from contacts
- Help to thank and steward donor relationships

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- Oversee and actively support the foundation's fundraising efforts
- Amplify Foundation messaging and communications
- Review historical Key Performance Indicators and assess actual versus goal on an ongoing basis to ensure achieving fundraising goals

### Advocacy responsibilities

- Understand and articulate the Foundation's position and objectives on access to healthcare services, programs, technology and capital development
- Seek opportunities, and participate in activities, to advance the Foundation's advocacy objectives; bring forward engagement opportunities, potential contacts and other information about the geo-political context and environment
- Identify new ideas and themes to be assessed through stakeholder engagement and other actions to support innovation for healthcare in our region

### Qualifications

This is an extraordinary opportunity for an individual who is passionate about supporting innovation in healthcare in our region. Selected board members will have achieved leadership stature in business, industry, community, government, or philanthropy. Her/his accomplishments will allow her/him to attract financial support and to attract other well-qualified, high performing board members. Previous board leadership is an asset.

Diversity in the board is important and the Foundation seeks to balance business acumen, sectoral representation, and diverse backgrounds to achieve the Foundation's vision and mission. Acumen is broken into areas related to expertise, knowledge of industry and economic drivers, areas of inclusiveness and diversity, and connectivity to the Foundation, including past volunteerism.

Specific to current recruitment, the Northern Lights Health Foundation is seeking candidates that have experience in the following areas: fundraising, small/medium business, entrepreneurship, accounting, and industry. Local representatives are preferred, and all board members must have their primary residence in Alberta.

### Application

For those interested in becoming a board member, kindly submit your letter of intent and resume. Shortlisted candidates may be provided with a skills checklist to complete. This will help in identifying the skills the candidate brings to the board. Applications can be submitted via email to [cindy.amerongen@ahs.ca](mailto:cindy.amerongen@ahs.ca)

Or by mail to:

Chair, Governance Committee  
Northern Lights Health Foundation  
7 Hospital Street  
Fort McMurray, AB T9H 1P2

## **Board of Directors Position**

Applications are accepted throughout the year however the annual cut-off for applications is April 30. A response will be sent before June 30 during the annual recruitment and selection process.

New regulations from Alberta Registries require board members who have executive signing authority to complete and submit a criminal record check. This process is expected to take 6-8 weeks.

Thank you in advance for your interest in joining the Northern Lights Health Foundation Board of Directors.