# 2024 BOARD OF DIRECTORS

# Call for Nomination

The CARE Housing Society is inviting individuals to serve on its Board of Directors. All nominees will be considered. A slate of recommended nominees will be developed and presented at the Annual General Meeting (AGM) in April, 2024. Successful candidates will take office immediately following the AGM and serve a two-year term from April 2024 to April 2026. A 2-3 minute presentation/bio would be required at the AGM for all nominees before a vote takes place.

**Process**

Persons wishing to submit a nomination are required to complete and submit theNomination Form. Please note that all nominees from the community-at-large are required to hold an active membership. Membership is at no cost and requires that you complete and submit the Membership Form.

**Submissions**

Please submit completed nomination forms and any inquiries to [hello@carehousingsociety.ca](mailto:hello@carehousingsociety.ca) by **April 2, 2024.**

**Roles and Responsibilities**

**President**: Chairs board meetings; responsible for conduct of board meetings and of board members; sets and follows agendas; spokesperson for the organization to the public; and signing authority on legal and financial documents.

**Vice-president**: Fulfills duties of the chairperson in his/her absence.

**Secretary**: Takes accurate minutes of board meetings; keeper of board bylaws, policy statements and board correspondence.

**Treasurer**: Accounts for and reports on the funds, budget and expenditures of the organization; signing authority on financial documents.

**Members at Large\*:** Represents the Society membership through active engagement and participation in Board activities, including fundraising and committees; contributes to the decision-making process.

\* including President, Vice-President, Secretary and Treasurer

**Time Commitment**

* The average time commitment is 6-8 hours per month which includes monthly meetings and participation in committees.

**About CARE**

**Vision**

To provide sustainable housing for youth and adults with developmental disabilities who need specialized care and support in uniquely equipped homes in Edmonton.

**Mission**

We build accessible homes to meet the unique needs of our residents. We change lives by providing security and peace of mind to families. We support our residents’ health and quality of life with safe, happy, and stimulating environments.

**Values**

**Welcoming** - We welcome new members to our organization and share our stories with them graciously. We engage with our neighbours in the communities our homes are in. We treat new residents like family and make them and their families feel at home. We’re a family-oriented organization working hard to foster a sense of belonging for our residents, their families, and our membership as a whole. If we can share a tip or offer a comforting shoulder to lean on, we do.

**Respectful** - We are empathetic and compassionate; while we know no two situations are the same, we find common ground from our own experiences that help us offer support to CARE members, residents, and residents’ families. We value diversity and inclusion and collaborate with all residents and their families, and each of our members.

**Transparent & Secure** - We operate with integrity and ensure that everyone working in CARE homes does as well. Families and guardians have 24-hour access to homes, all of which have robust secure entry systems in place. We engage only with suppliers and vendors we know to be honest, trustworthy, and ethical. Our commitment to transparency and accountability supports our mission to provide security to our residents with stable, long-term homes.

**Spirited** - We celebrate often! Birthdays, spring cleaning, festive decorating, school events, community parties, and more — we encourage residents, their families, and our care teams to participate in ways that are meaningful to them. As a board, we celebrate donations, fundraising success, and forward progress, such as purchasing new properties and completing renovations.

**General**

As of March 1, 2021, the Government of Alberta requires registered charitable organizations that change Partners, Directors or Officers to provide a Criminal Record / Police Information Check for each Board member.

This is a working board so the scope is quite broad and includes activities such as developing policies and procedures, planning and organizing fundraising events as well as ensuring the Vision, Mission and Values are achieved and supported.