



Sea to Sky Hospice Society Board Application Package

1. Applications are open until September 15th each year.
2. All new candidates are expected to meet (virtually, face to face or by phone) with a member of the Nominations Committee.
3. Please return completed nomination forms by September 15th to the Nominations Committee Chairperson, Nancy Edwards, via email at: nkedwards@shaw.ca

Director Vacancies

A strong and successful Board of Directors typically includes people with diverse skills representing different sectors of the community. The Governance Committee recently conducted a review to determine any gaps in expertise, to ensure the Sea to Sky Hospice Society has balanced representation in the community. We have identified a need for Board volunteers with the following skills/sector representation:

- Leadership
- Finance
- Professional / business services
- Health and wellness (clinical knowledge)
- Lobbying and Business Advocacy, Government Relations
- Underrepresented groups in the community
- Fundraising
- Marketing/Communication
- Community/Business connections
- Legal training/experience
- Diversity – age, gender, ethnicity
- Human resources/Labour relations training/experience

The Sea to Sky Hospice Society values equity, diversity and inclusion. We welcome and encourage persons of Indigenous ancestry and those who identify as a visible minority, to apply for Board membership.

Eligible candidates from other sectors are also invited to apply for Board membership.

Submission Requirements

Candidates are required to submit the following information:

1. Completed Application Form

2. Biography of **less than 250 words**
3. Completed Q&A section
4. Photo – high resolution colour head/shoulder photo (min 1200px)

Sea to Sky Hospice Society Board Application

Name

Mailing Address

Phone

Email

Signature of Applicant

Please complete the checklist to ensure your application is valid and complete

- **I have read and fully understand the duties and responsibilities of a Director.**
- **I agree to allow my name to stand for election.**
- **I acknowledge that I may be required to provide references, after my application has been reviewed by the Nominating Committee.**
- **I have submitted my biography and answered all the questions (these can be provided as a separate document).**

Sea to Sky Hospice Society Board Application

Biography

Please include a short personal history on your involvement in the community including community events you participate in, other Boards or Service clubs you are involved with, hobbies and activities you enjoy and your current occupation if you are still in the workforce. Your bio should discuss your interest in becoming a Director and the skills, abilities and knowledge you would bring to the Sea to Sky Hospice Society (**maximum of 250 words**). This information will be used as part of the election process.

Please submit answers to the following (your answers may be shared with the membership)

1. Why are you interested in joining the Sea to Sky Hospice Society Board of Directors?
2. Please list your professional skills / expertise (e.g. governance, advocacy, finance, human resources, legal)?
3. Should you be successfully elected to the Sea to Sky Hospice Society Board of Directors, what would you seek to accomplish during your term?
4. Which committee(s) are you most interested in joining (if you choose more than one committee, please prioritize)?

Finance

Governance

Program

Fundraising and Engagement

Art

5. Should you be successfully elected to the Sea to Sky Hospice Society Board of Directors, do you wish your name to be put forward for any of the following positions? Please indicate those that apply:
 - a) President
 - b) Vice President
 - c) Secretary
 - d) Treasurer

Note: You may submit the biography and Q&A in separate documents

Background

The Sea to Sky Hospice Society promotes and provides compassionate care for all Sea to Sky residents with life limiting illness and ongoing support for their loved ones. The Board of Directors is the governance and policy-making body of the Sea to Sky Hospice Society. It is led by the President.

As part of a member-based organization, Directors are required to represent the best interests of the membership and the Sea to Sky community, rather than personal or political viewpoints. Their role is key to the success of the Society. The Sea to Sky Hospice Society is a non-partisan organization.

Key Responsibilities of Directors

Directors are responsible for the following:

- Development of the mission, vision and strategic direction of the organization in collaboration with key staff.
- Authorization of the work plan, budget approval, and review and implementation of committee and staff recommendations.
- Hiring and evaluation of the Executive Director. The Executive Director is responsible for managing staff, volunteers and day-to-day operations
- Financial oversight for the organization
- Ensuring adequate resources for the organization. Board members are expected to be involved in fundraising initiatives throughout the year.
- Being an ambassador for the work of the Society. Directors are not required to be involved with media relations.
- Engagement in community relations and current issues is one of the Director's most important responsibilities

Commitment of time

A Director of the Society can expect to devote a minimum of six hours per month of his or her time to the meetings, programs and duties of the Society. The time commitment varies according to Board position, committee membership and timing of Society initiatives.

- Attendance at Board of Director Meetings

Board meetings are held monthly and typically last one to two hours. Unless otherwise scheduled, the board meeting is held on the fourth Monday of the month (excluding July, August and December), at 6:30 pm at the Whistler Blackcomb Foundation Sea to Sky Community Hospice educational room or remotely by zoom. The proceedings of all meetings are governed by Roberts Rules of Order.

- Committee Participation

A Director is expected to volunteer for at least one committee, typically requiring around two hours each month.

- Attendance at Society Functions

One of the reasons for an individual to join the Sea to Sky Hospice Society is the opportunity to network at events such as the Memory Tree, Hike for Hospice and other fundraising and community engagement initiatives. Participation by Directors creates a bridge between the Society and community members and assists with both community education and advocacy. Directors are expected to attend and participate in Society events

Director Code of Conduct

1. Although a Director may be drawn from a specific interest group, all Directors must represent the interests of the entire membership.
2. Directors will sign an agreement to maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.
3. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.
4. Directors are expected to attend all Board meetings to the best of their ability. Directors shall be prepared to commit sufficient time and energy to attend the Hospice Society's business.
5. Directors shall avoid, in fact and in perception, conflicts of interest and disclose any possible conflicts to the President in a timely manner.
6. Directors' interaction in meetings shall be courteous, respectful and free of animosity.
7. Directors are expected to know and adhere to the Sea to Sky Hospice Society's governance policies.
8. Directors are expected to be prepared for meetings, having read pre-circulated material in advance of the meeting.
9. Directors shall participate in the Sea to Sky Hospice Society in ways other than attending Board meetings, such as committee work, Hospice Society and community events and membership recruitment.
10. The Executive Director is accountable to the entire Board. Consequently, no single Director or committee has authority over the ED.
12. Directors shall not attempt to exercise individual authority or undue influence over the Sea to Sky Hospice Society, other Directors or staff.
13. Directors shall conduct themselves in an ethical and professional manner at all times.

STRATEGIC DIRECTION

Mission Promoting and providing compassionate care for all Sea to Sky residents with life limiting illness and ongoing support for their loved ones.

Areas of Focus

- **Membership:** In 2022, we will deliver programs and services to support the Sea to Sky community. Events and training will revert to in-person, including lunches and networking, along with online workshop options.
- **Communications:** We will continue to invest in communication initiatives to ensure the membership and the Sea to Sky community is fully aware of the existing programs and services, along with the many activities that the Sea to Sky Hospice Society conducts to support the Sea to Sky community.
- **Partnerships & Relations:** We will continue to develop strong, strategic partnerships to grow the long-term sustainability of the organization, and ensure participation is recognized across the Sea to Sky community, by celebrating success.
- **Organizational Excellence:** We will ensure the Bylaws, Board Manual and Employee Handbook are up to date to ensure continued organizational excellence. Governance training will ensure a strong and successful Board of Directors.