



Our Mission

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

Sea to Sky Hospice Society Board Application Package

1. Applications are open until September 15th each year.
2. Successful applicants are elected to a two-year term. A Board member may serve up to three consecutive two-year terms.
3. All new candidates are expected to meet (virtually, face to face or by phone) with a member(s) of the Nominations Committee.
4. Please return completed nomination forms by September 15th to the Nominations Committee Chairperson, Nancy Edwards, via email at: nkharrisedwards@icloud.com

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 personnel.
- Authorization of the work plan, budget approval, and review and implementation of committee and recommendations of Hospice personnel.
- Hiring and evaluation of the Executive Director. The Executive Director is responsible for managing personnel, 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 their 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 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.

- Attendance at Board Training sessions – these are held on an as needed basis.

- 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 to 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 Executive Director.
12. Directors shall not attempt to exercise individual authority or undue influence over the Sea to Sky Hospice Society, other Directors or Hospice personnel.
13. Directors shall conduct themselves in an ethical and professional manner at all times.

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:

- Fundraising training/experience – all our operations are funded through successful grant applications, fundraising events and donations
- Legal training/experience – knowledge/experience that is helpful in operations and relationships with contactors
- Human resources/Labour relations training/experience – skills in dealing with the human issues/relationships in an organization

However, we also welcome applications from anyone who feels they can support Hospice in other ways as there are many opportunities to assist/contribute.

The Board would like to add representation from the Whistler/Pemberton area, if possible.

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

Name

Mailing Address

Phone

Email

Signature of Applicant

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. fundraising, community connections, governance, advocacy, finance, human resources, legal)?

3. Which committee(s) are you most interested in joining?
(if you choose more than one committee, please prioritize)

- Finance** – oversight of the financial operations of the Society, including preparation and monitoring of the annual budget

- Governance** – review bylaws and policies and provide recommendations for revisions or new policy, as appropriate. This committee is also responsible for nominations to the Board

- Program** – provides ideas/oversight of program delivery for the Society

- Fundraising and Engagement** – plan fundraising events and identify opportunities for raising funds for the Society

- Art** - advise on art for the Hospice facility

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**
- **I agree to provide a Criminal Record check if elected to the Board.**

Signature of Applicant

Date of application: _____