

BOARD STRUCTURE



The Board consists of 10 elected members. The executive consists of the President, Vice-president, Secretary and Treasurer. Board member serves for two-year terms.

The Board is the legal authority for Safe Haven Women's Shelter Society. Thus, each Board member is responsible for actively participating in the effective governance of the Board. Each Board member is responsible for contributing to achieving the Board's corporate responsibilities, and its mission, vision, goals, and objectives.

Functions of the Board

- Develop a mission, visions and values for our society.
- Along with Safe Haven staff, develop strategic plans.
- Develop written policies.
- Hire, support and evaluate the executive director (ED).
- Approve the budget put forward by the ED.
- Assist with all fundraising ventures.
- Ensure that all board actions comply with the policies of the board and relevant legislation.
- Positively represent Safe Haven to the public, and other community organizations.

Governance

Governance is the way in which the board exercises its authority, control, guidance and direction. This is done by establishing policies for the board to follow for supervising the ED and for the ED to follow in managing the Safe Haven staff. The board does not directly manage shelter staff. The Safe Haven board strives to facilitate a cooperative relationship with other community organizations.

Overview of the Budget Process

The ED, with the assistance of the Board Treasurer, develops an annual budget for approval by the board. The budget is approved monthly by the board at scheduled Board meetings.

Board Committees

- **Governance:** comprised of the executive – president, vice-president, treasurer, and secretary. This committee provides direction for the Board, and may also address items of business arising between regular Board meetings.
- **Personnel:** This committee oversees the Executive Director and staff related functions. Other key duties are to periodically review the personnel policies and salary grids, and recommend changes to the Board, and monitor the implementation of personnel policies. The Executive Director notifies this committee upon her offering a position to an applicant.
- **Fundraising:** The purpose of this committee is to raise that portion of the Society's budget that is not covered through government grants.
- All other committees are created on an ad hoc basis (i.e. building, nominating committees).

BOARD DIRECTOR



The Board is the legal authority for Safe Haven. Thus, each Board member is responsible for actively participating in the effective governance of the Board. Each Board member is responsible for contributing to achieving the Board's corporate responsibilities, and its mission, vision, goals, and objectives.

As a Board Director you will need to participate as an effective team member with Shelter personnel, staff members, volunteers, and other board members by participating in board meetings and completing assigned projects on time. It will be your responsibility to remain up to date with current knowledge and changes within Safe Haven.

The Board meets monthly for board meetings on the third Monday of the month at 5 pm (or as scheduled). The Annual General Meeting takes place in June after the end of each fiscal year (April 1 to March 31). There are opportunities to participate in fundraising activities as they arise, these will be emailed and members are expected to actively participate when available. There are also committees throughout the year that may appeal to you which have separate meetings, like Fundraising Committee, Policy Committee, Personnel Committee, Building Committee.

We are seeking an individual who possess some of the following:

GENERAL

- Commitment to the objectives of Safe Haven
- Willingness to act as an ambassador for Safe Haven
- Understanding of equalities and diversity issues

EXPERIENCE

- Fundraising
- Policy influencing (analysis, formation and/or finalizing)
- Board level experience, ideally at a charity or company of similar size to Safe Haven

KNOWLEDGE

- Labour economics, reward and/or Human Resources
- Charity sector / charity law and regulation
- Related experience will be considered

SKILLS

- Ability to understand and interrogate financial reports
- Strategic planning skills
- Risk management skills
- Analytical skills
- Project management
- Ability to operate as part of a team

We are seeking to recruit a Board Director, and expect different candidates will bring a range of skills and experience to Safe Haven, from the attributes listed.

BOARD DIRECTOR CONTINUED



Member Requirements

- Commitment to the work of Safe Haven, especially the vision, mission, values, and goals
- Knowledge of issues affecting people in the profession
- Knowledge and skills in one or more areas of Board governance, including policy, planning, and/or advocacy
- Possibly chairing a Board committee
- Preparation for, attendance at, and active participation in Board meetings
- Attendance at Board orientation and development sessions
- Attendance at the Annual General Meeting and other Meetings of Members
- Participate as an effective team member with Safe Haven staff members, volunteers, and other Board members.

Role and Responsibilities

- Keep informed on organizational matters at the governance level, as well as on issues and trends provincially, nationally, and internationally
- Are familiar with Safe Haven bylaws, mission, the shelter movement, women's issues, and current relevant legislation.
- Approve, where appropriate, policy and other recommendations developed by the Board, and received from Board committees and senior staff members
- Ensure compliance with all relevant laws
- Monitor all Board policies, including the bylaws, and recommend changes when needed
- Review the Board's structure, and recommend changes when needed
- Encourage diversity among Board members
- Abide by and support the decisions of the Board by communicating Board positions and values when speaking outside of Board meetings
- Participate in the development of the strategic plan for Safe Haven, and review the plan on an annual basis
- Approve and monitor the budget for Safe Haven
- Ensure proper internal controls are in place to safeguard, promote, and protect the assets of Safe Haven
- Approve the hiring of the Executive Director, including contract renewal; provide input and support to the Executive Director; and participate in evaluating the Executive Director
- Assist in developing and maintaining positive relationships among the Board members, Board committees, staff members, key partners, and the community, in order to enhance the mission of Safe Haven
- Involvement in fundraising throughout the year. Our annual fundraising budget is \$60,000. We participate in monthly Bingos and a Caino fundraiser every 2.5 years.
- Question any activity that is unclear and/or of concern

Initial Requirements

- Obtain and provide a criminal record check including vulnerable sector check from RCMP or Taber Police Service (this is free of charge for volunteers)
- Obtain and provide Intervention Record Check from Child & Family Services (this is free of charge for volunteers)
- Sign a confidentiality agreement with Safe Haven
- Read through the Board Orientation manual provided once you are voted in as a member.

Striving for a safer tomorrow, today.