

Prospective Director Information Package

For Nominations & Applications to the Board of Directors



Serving Country Hills, Country Hills Village, Coventry Hills,
Harvest Hills and Panorama Hills

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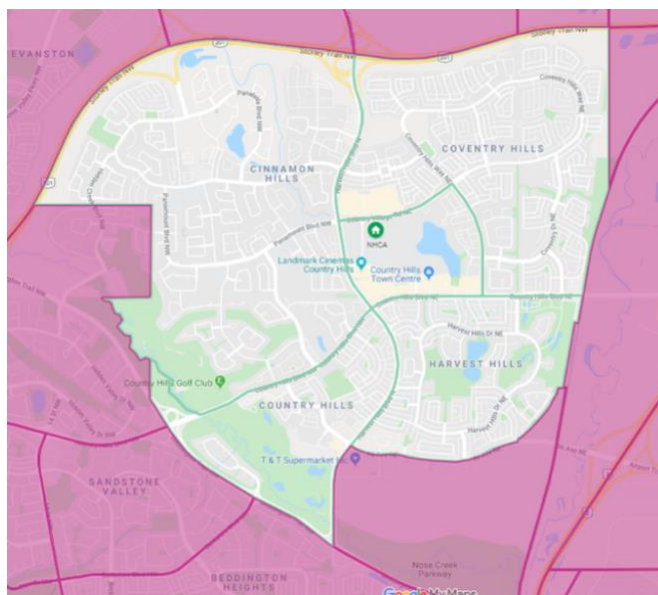
Section A: General Information

History of Organization

The Northern Hills Community Association (NHCA) was established in 1994, has approximately 1000 members, with a 25-year history of being active in the areas of community advocacy, community planning and development, community gardens, as well as sports and recreation.

The Northern Hills communities includes Country Hills, Country Hills Village, Coventry Hills, Harvest Hills and Panorama Hills. The current population of these communities is ~60,000 people. 85% of individuals living in this area are within a family unit and 67% of this number has children at home with about 80% of these children under the age of 19. The community is very diverse with 42% of individuals identifying themselves as visible minorities and 34% as immigrants.

The NHCA's defined geographical boundaries in it's bylaws as: "all those lands in the geographical area of the City of Calgary, in the Province of Alberta, bounded by Stoney Trail on the North and West, Deerfoot Trail on the East; and Beddington Trail/Symons Valley Road on the South."



Organizational Structure

The Board of Directors is the legal authority for the Northern Hills Community Association (NHCA) and is responsible for the effective governance of the organization.

The Board of Directors consists of a minimum of 5 members, and maximum of 20 elected members and the Immediate Past President. The officers of President, First Vice President, Second Vice President, Secretary and Treasurer are elected from members of the Board. The Executive Officers consist of the officers listed above and must be voting members in good standing. The remaining members of the Board of Directors are known as Directors.

Directors with specific responsibilities are sometimes referred to in relation to that responsibility, such as the Director heading the sports committee being referred to as the Sports Director. This is an unofficial title purely used for convenience and brevity. It's common for Directors to be on more than one committee.

The Executive Director is not a Board Director but rather an employee of the Northern Hills Community Association and is accountable to the Board of Directors. In addition to the Executive Director, NHCA is also supported by staff, volunteers and its members.

Committees at the NHCA are organized into the following categories:

- 1. Standing Committee
- 2. Ad Hoc Committee
- 3. Advisory Committee

Please see the diagram below for more information on our organizational structure.

Committee/ Team Structure



Constitution and Bylaws

Society Objects

From the Application for Incorporation (Sept 14, 1994) under the Province of Alberta Societies Act

1. To provide for the recreation of the members and to promote and afford opportunity for friendly and social activities.
2. To acquire lands, by purchase or otherwise, erect or otherwise provide a building or buildings for social and community purposes.
3. To encourage and promote amateur games and exercises.
4. To provide a meeting place for the consideration and discussion of questions affecting the interests of the community.
5. To carry on a literary and debating club for the discussion of topics of general interest, and to encourage the practice of public speaking among (sic) its members.
6. To procure the delivery of lectures on social, educational, political, economic and other subjects, and to give and arrange musical and dramatic entertainments.
7. To establish and maintain a library and reading room.
8. To provide all necessary equipment and furniture for carrying on its various objects
9. To provide a centre and suitable meeting place for the various activities of the community.
10. Generally, to encourage and foster and develop among its members a recognition of the importance of history and culture in national life.
11. To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.
12. To establish a concerted front to deal with matters relative to the welfare of the community as a whole.

Proposed Society Objects

- a) To provide a forum for, and a coordinated voice on behalf of, the Community as a whole;
- b) To represent the Community as a whole in negotiations with third parties;
- c) To promote and facilitate the social, recreational, athletic, and community activities of the residents of the Community;
- d) To purchase, lease, license, or otherwise acquire or hold lands, property, and buildings or any interest therein, and to develop, improve, maintain, sell, exchange, mortgage, lease, let, or rent them for purpose of giving effect to the Objects of the association; and
- e) Otherwise generally to serve and promote the interests and welfare of the Community as a whole.

To view the full copy of our Society Bylaw and Objects of Society please click the link below:

- [Society Bylaw](#)
- [Objects of Society](#)

Values of Organization

Vision

Northern Hills is a vibrant, diverse, inclusive and sustainable community.

Mission

To enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, supporting opportunities for engagement and therefore enhancing quality of life.

Guiding Principles

Our programs and services are affordable and accessible to a wide cross section of community members.

Our programs and services are designed and delivered based on clear demonstration of need, benefit and long-term sustainability.

Our association respects the rich diversity of our community members.

Our association is responsive, adaptable and built on a strong foundation of collaborative partnerships within our community.

Summary of Programs and Services

Our programs are meant to foster social interactions and connections throughout the community and to promote an overall sense of wellness. NHCA enriches and empowers its diverse communities through advocacy, education, and provision of opportunities for engagement.

Here are some of the programs and services NHCA offers. For more information on what we do please visit our website.

- Advocacy, Planning, and the Creating Space Projects
- Arts & Crafts
- At Home in the Hills (AHIH)
- Building Safer Community Block Watch
- Community Spaces
 - Community Gardens
 - Creating Coventry
 - Harvest Hill Hub
 - Northern Hills Mural
- Good Food Box
- Social Support Outreach
- Close to Home Community Service
- Senior Programs
- Sports

Section B: Roles & Responsibilities

Board of Director Role

The Board of Directors is the legal authority for the Northern Hills Community Association (NHCA). As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

The Director keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Director must assist in developing and maintaining positive relations among the Board, Committees and Community to enhance the NHCA's mission and vision.

A term for a Director is 2 consecutive years, after which they must go through the election process again.

President

The President is the Association's Chief Executive Officer, is primary spokesperson of the Association. They fulfill a coordinating, motivating and mediating role with the Association's Board of Directors, committees or any other group within the Association. They are, by default, a member of all committees set up by the Association.

First Vice-President

The First Vice President will assist the President and the Second Vice President, as well as perform the duties of the President in their absence. The First Vice President must chair a committee or other duties delegated by the Board of Directors.

Second Vice President

The Second Vice President will assist the President and the First Vice President as well as perform the duties of Secretary in their absence. The Second Vice President must chair a committee or other duties delegated by the Board of Directors.

Secretary

The Secretary is responsive for recording and maintaining minutes of all Board of Directors, Special and General Meetings. The Secretary may be asked to perform documentation of pertinent Association business and correspondence as well as implement the due notice proceedings and collection of agenda items from the Board of Directors. The Secretary is responsible for the Association official seal and keeping Community Distribution and Board Members email list up to date. The Secretary must chair a committee or other duties delegated by the Board of Directors.

Treasurer

The Treasurer is responsible for all financial transactions, financial accounts, budgets, and financial audit procedures and reporting of same to Board Members and those branches of government as may be required. The Treasurer must chair a committee or other duties delegated by the Board of Directors.

Director

Directors may be appointed or elected to chair committees set up by the Board of Directors. Directors must be active participants in at least one committee. They will be members of the Board of Directors without executive responsibilities.

Please see appendix 1 for full Director Job Description.

Committee Role

The Standing Committee is focused on ongoing work, and is responsible for advising and reporting to the Board. The standing committee is typically intended to last as long as the organization itself does, and has a Director.

The Ad Hoc Committee is created for a specific project with a timeline. They disband when the project ends or its goals are met. If a project is long term but could be discontinued at some point, Ad Hoc is the best option.

The Advisory Committee includes short term projects, ongoing research, and groups that advise the Board. They are not necessarily Board or Association members, but typically have a specific Director or Committee to report to in order to have a clear line of communication.

Our Standing Committees at the NHCA include the following:

- 1) Executive
- 2) Finance
- 3) Projects and Programs
- 4) Community Relations
- 5) Planning & Development

Executive Director Role

The Executive Director is employed by the Northern Hills Community Association and is accountable to the Board of Directors. Governed by the Mission Statement and working within the policies and procedures of the Association, the Executive Director directs the day to day operations of the organization. The Executive Director is responsible for administration, programs and services, physical facilities, long-range planning and, in consultation with the Board of Directors representation to external agencies, City Council and media.

Section C: Policies and Procedures

To view the full version of the following policies, please click the hyperlinks below:

[Code of Conduct and Conflict of Interest](#)

[Privacy](#)

[Confidentiality](#)

Legal

NHCA has a comprehensive insurance package, which includes liability insurance for its Board of Directors and Executives.

Appendix

Appendix 1

Director Job Description

Position Summary

The Board of Directors is the legal authority for the Northern Hills Community Association (NHCA). As a member of the Board, the Director is in a position of trust for the community and is responsible for the effective governance of the organization.

The Director keeps current on matters affecting the Community, and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

The Director must assist in developing and maintaining positive relations among the Board, committees and Community to enhance the NHCA's mission and vision.

Reports To

The Board of Directors.

Term

2 consecutive years as appointed or elected at the Annual General Meeting (AGM).

Authority

Individual Board Members have no authority to approve actions by the Association, to direct staff, or to speak on behalf for the Association, unless given such authority by the board.

Accountability

The Board of Directors are collectively accountable to the community, funders and other stakeholders. They are accountable for the Association's performance in relation to its mission and strategic objectives and for the effective stewardship of financial and human resources.

Responsibility

1. Board members are responsible for acting in the best long-term interests of the organization and its community and will bring to the task of informed decision-making, a broad knowledge and an inclusive perspective.
2. Must be a member in good standing of the Community Association.

Requirements

1. Demonstrate loyalty, commitment and fiduciary responsibility.
2. Attend and participate in Board meetings and other activities as required.
3. Willingness to contribute time, expertise, and other resources to further the aims of the organization.

Time Commitment

Expected time commitment of approximately 5 hours+/ month.

General Duties

1. All Directors are expected to be fully informed on Community Association matters and participate in discussions and decisions in matters of policy, finance, programs, personnel and advocacy.
2. Advocate on behalf of the organization to promote the views of the organization to secure funding, legislation and other support for the organization
3. Prepare for and attend board meetings.
4. Work as a team member and support Board decisions.
5. Participate in the review of the Association's mission and objectives and the development of a strategic plan.
6. Monitor the performance of the organization in relation to objectives and core values.
7. Ensure the Board and its committees are adequately informed by administering reports and other methods that accurately measure operations and the financial condition of the Association
8. Approve the budget and monitor financial performance in relation to it.
9. Appoint independent auditors subject to approval by members.
10. Ensure management has established appropriate policies to define and identify conflicts of interest throughout the Association, and diligently administer and enforce those policies.
11. Ensure proper internal controls within the Association, and ensure compliance with regulations and accrediting bodies
12. Abide by the by-laws, code of conduct and other polices that apply to the Board.
13. Accept fiduciary responsibility for the Association as per Bylaws.
14. Establish, review and monitor policies that guide core operational practices (i.e. financial management, and human resource management).
15. Participate in fundraising activities of the Association.

16. Participate in the recruitment of new board members
17. Recruit, hire, and monitor the work of the Executive Director.
 - The Executive Director is the employee of the board and as such is required to implement policy. **It is not the job of the board to engage in the management of day to day operations.**
18. Participate in the evaluation of the Board itself.
19. Participate fully on Board committees as assigned:
 - Attend committee meetings.
 - Read necessary documents ahead of time, and prepared to discuss, analyze, and resolve key issues.
 - Contribute to the formulation and the recommendation of Board action
20. Attend and participate in the Annual General Meeting.
21. Keep informed about community issues relevant to the mission and objectives of the Association.
22. Report to the President of the Board of Directors.
 - Individual agendas must be subordinate to the aims of the organization.
23. Maintain confidentiality of Board discussion and reports.
24. Provide input into the strategic plan and monitor the organization's progress towards achieving established goals.

Qualifications

- Knowledge of the community.
- Commitment to organization's mission and strategic directions.
- A commitment of time.
- Openness to learning.

Removal of a Board Member:

A Director may be removed from the Board, by majority vote, if absent from three meetings without reasonable cause or if acts against the best interests of the Association as per Bylaws.

Resignation

In the event that a Director must resign from the Board, they must provide a resignation letter to the President providing a minimum of 2 weeks' notice period.

Evaluation

A Director's performance is evaluated annually based on performance of assigned Board requirements and duties.

Why Become a Board Member?

As outlined in our mission statement, we strive to enrich and empower the diverse communities of Northern Hills through advocacy, providing programs and services, and by supporting opportunities for

engagement. In addition to enhancing the quality of life in our communities, other benefits to joining NHCA include:

- Satisfaction from making a difference in the community.
- Opportunity to work with individuals of diverse backgrounds.
- Develop and leverage core business competencies.
- Increase understanding of group dynamics and relationships.

Application

Thank you for your interest in NHCA, for more information please contact our office at 403-226-6422 or visit our website at <http://nhca.ca/> to view our Board of Director information package.

We're an equal employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.