



MANDATE:

- ✳ The Greater Edmonton Foundation (operating as GEF Seniors Housing) is a management body incorporated by Ministerial order under the *Alberta Housing Act*, and provides safe, affordable, and secure homes to approximately **3,500** seniors.
- ✳ The role of the Board is to establish the vision, values and mandate of the Foundation. In addition, the Board provides overall direction and governs the Foundation in a manner that ensures optimal organizational performance.

STANDING COMMITTEES:

✳ Finance and Audit	✳ Capital Planning
✳ Governance	✳ Management Resources and Compensation (MRCC)
✳ Government Relations	

BOARD ACTIVITIES:

✳ Strategic Planning	✳ Stakeholder Relations
✳ Resident and Staff Engagement	✳ Social Events

REMUNERATION:

- ✳ \$50.00 - less than 2 hours - attendance and/or representation of the GEF Board at Business Functions **(NEW)**
- ✳ \$100.00 - meetings 4 hours or less in total
- ✳ \$150.00 - meetings more than 4 hours in total
- ✳ \$150.00 - full day attendance at conventions or workshops **(NEW)**

APPOINTMENT TERM:

- ✳ Members are appointed by City Council for staggered terms of 1 to 3 years, (from May 1 to April 30) renewable to a maximum of six consecutive years.
- ✳ City of Edmonton Volunteer Management practices include an annual evaluation of board members. *[City Policy C575A]*

TO APPLY:

- ✳ Applicants are required to complete the online Taleo application, and attach a current resume plus three written letters of reference. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)



APPLICATION PROCESS TIMELINE:

Executive Committee of Council serves as the Selection Committee for this Board. It is anticipated that selection processes will take place on the following dates:

- ✳ March 10, 2016 - Applicant Short Listing
- ✳ March 24, 2016 - Applicant Interviews
- ✳ April 5, 2016 - Appointments made by City Council

QUALIFICATIONS:

- ✳ A strong results-oriented policy governance background and strategic level planning
- ✳ Well-connected in political and corporate sectors
- ✳ Knowledge of issues concerning and affecting seniors
- ✳ Strong communication skills and experience
- ✳ Leadership in both Non-profit and Profit sectors
- ✳ Wellness advocate
- ✳ The ability to commit:
 - 10 hours per month on board-related activities
 - Board meetings are on the fourth Thursday of each month, commencing at 8:30 am and are generally 3 to 4 hours long and held at various GEF sites
 - Committee meetings vary from 1 to 2 hours long, monthly to bi-annually depending on the Committee

EXPECTATIONS:

- ✳ To be accountable to the organization's stakeholders and to interface with the broader community
- ✳ To operate within the Board Governance Policies
- ✳ To abide by the GEF Pecuniary Interest Policy
- ✳ To annually approve the operating budgets and capital budget
- ✳ To advocate for needed legislative change
- ✳ To advocate for seniors in need of housing
- ✳ To commit and be involved with the Fund Development Program
- ✳ To attend and actively participate in Board and Committee meetings, planning sessions and other Board Activities:
 - To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Board