



3 Vacancies

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 friendly, affordable, secure housing and services to approximately 3,500 seniors.
- * 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	* Community/Cultural Events

REMUNERATION:

- * \$50.00 - less than 2 hours - attendance and/or representation of the GEF Board at Business Functions
- * \$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

APPOINTMENT TERM:

- * Terms of up to three 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 C575C]*

TO APPLY:

- * Applicants are required to complete the online Taleo application questions, 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 GEF members. It is anticipated that selection processes will take place on the following (tentative) dates:

- * February 3, 2019 - Posting Expires
- * March 7, 2019 - Applicant Short Listing
- * April 1, 2019 - Applicant Interviews
- * April 2, 2019 - Appointments made by City Council

QUALIFICATIONS:

- * Leader with strong business acumen
- * Knowledgeable in the housing industry and capital development
- * A strong results-oriented policy governance background and strategic level planning
- * Strong communication skills, experience and team building
- * The ability to commit:
 - o 10 hours per month on board-related activities
 - o Currently Board meetings are on the fourth Thursday of each month, commencing at 8:30 am, (and commencing May 1, 2019, meeting time will change to start at 4:00 pm at various GEF Seniors Housing sites and are generally 3 to 4 hours long.
 - o Daytime Committee meetings vary from 1 to 2 hours, 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 Board Members Conflict of 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:
 - o To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the Board