



**homeward trust**  
edmonton

opening doors. building hope.

**BOARD OF DIRECTORS  
APPLICANT INFORMATION PACKAGE  
2009**

6<sup>th</sup> floor, 10242-105 Street  
Edmonton, AB T5J 3L5  
780.496.2630



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December 1, 2009

Dear Applicant:

**RE: Homeward Trust Board of Directors Application Process and Appointment Procedures**

Thank you for your interest in serving on Homeward Trust (HT) Board of Directors. The purpose of this package is to provide you with further details on the position, a checklist of items required to attach to your application, and the application itself.

Your completed application will be sent to the appropriate Nominating Committee for consideration and applicants selected for interviews will be advised by telephone or email.

Following interviews, the Nominating Committee(s) will provide their recommendations to the Board. Once the Board has reviewed the material, a decision will be made by resolution. If you are successful in obtaining an appointment, you will be notified by mail or phone call immediately after the decision has been made.

If you have questions or require further information, please call Brandy at 780.944.5701 or email [britchie@homewardtrust.ca](mailto:britchie@homewardtrust.ca)

Sincerely,

Susan McGee, Executive Director  
Homeward Trust Edmonton

## **APPLICATION CHECKLIST**

The following information is required for the application process:

- Completed application form
- Covering letter – highlighting any experience in a particular area that would assist the Board in its work
- Resume – including Employment History, Volunteer Experience (past board experience and other volunteer activities) and Education

Applications received must be **complete** on order to be considered. If incomplete applications are received, you will be contacted for the addition information. Deadline for applications is **January 4, 2009**.

### **RETURN TO:**

#### **Email:**

[britchie@homewardtrust.ca](mailto:britchie@homewardtrust.ca)

#### **By Mail:**

Brandy Ritchie, Executive Assistant  
ATTN: Aboriginal Nominating Committee  
Homeward Trust Edmonton  
6<sup>th</sup> floor, 10242-105 Street  
Edmonton, AB T5J 3L5

#### **Fax:**

(780) 496-2634

For additional information, please contact **Brandy at 780.944.5701** or [britchie@homewardtrust.ca](mailto:britchie@homewardtrust.ca)



**PERSONAL INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. Bus: \_\_\_\_\_ Home: \_\_\_\_\_

\_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Length of Residence in Edmonton: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

**Have you ever been involved with either of our two past organizations, the Edmonton Housing Trust Fund (EHTF) and/or Edmonton Joint Planning Committee on Housing (EJPCOH)?**

Yes          No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you wish to apply as a nominee for consideration by the Aboriginal Nominating Committee?**

Yes          No          Both (if applicable)

**REFEREES:**

To help the selection committee decide whom they should shortlist for an interview, **please include two references.**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

This personal information is being collected under the authority of section 32(c) of the *Freedom of Information and Protection of Privacy Act* and will be used throughout the recruitment process. If appointed to the board of Homeward Trust, this information will be provided to the organization and kept on file during your term of appointment. It is protected by the privacy provisions of the Act. If you have any questions about the collection contact Jori Hunter, Operations Manager at (780) 496-7601.

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**Homeward Trust Edmonton is a not-for-profit organization that provides leadership and resources to address homelessness in Edmonton.**

### **Member Qualifications**

Interested candidates will have:

- Demonstrated commitment to ending homelessness in Edmonton.
- Willingness to take an active participatory role in Homeward Trust Board meetings, working committees and projects.
- Previous board experience
- Able to commit to approximately eight to ten hours per month on board activities.
- Demonstrated ability to communicate the mission, vision, values and objectives of Homeward Trust to our partners and stakeholders.
- Specialized skills and experience relating to finance, construction, development, communications, and/or government relations.
- Demonstrated ability to understand and contribute to business processes, including financial and strategic planning in a meaningful constructive way.
- All candidates must be 18 years of age, an individual that is not bankrupt or insolvent and a resident of Canada.

### **Homeward Trust Edmonton**

Homeward Trust Edmonton is a not-for-profit organization that provides leadership and resources towards ending homelessness in Edmonton. By working in conjunction with a diverse set of stakeholders and groups, we work to fulfill our vision and goals by providing leadership in housing, administering resources, and coordinating standing and ad-hoc committees and events.

### **Remuneration**

Board members serve in a voluntary capacity.

### **Term of Appointment**

A Nominating committee and an Aboriginal Nominating Committee will provide recommendations to fill vacancies. Directors are appointed by majority vote of the Board of Directors in attendance at either the Annual General Meeting or special meeting called for that purpose.

A Maximum Director term is 5 consecutive years: 1 year initial and two 2 year reappointments. Terms may be adjusted by Board motion to avoid multiple expirations at any one time.

Individuals are eligible for reappointment after 2 full years have passed since the date when they last ceased to be a Director.

### **Orientation**

Directors appointed to the Board of Directors will be required to attend a Board Orientation.

## **Time Commitment**

The Board meets the third Tuesday of every month from 4:00pm-6:00pm.

Board members generally are expected to contribute their time, experience and effort towards the governance and betterment of the organization, and the realization of organizational plans, policies and objectives. This extends beyond attending monthly Board meetings, to participation on selected committees and working groups.

## **Board Composition**

The Trustee must at all times have nine Members, four of which will be members of the Aboriginal Community.

## **Process**

If you are committed to making a difference to those in need of housing in our community and are passionate about homelessness, please consider a nomination. Individuals may express their interest by providing their completed information packages by **January 4<sup>th</sup>, 2009** to:

**Brandy Ritchie, Executive Assistant**  
**ATTENTION: Nominating Committee**  
**Homeward Trust Edmonton**  
**#6<sup>th</sup> flr, 10242-105 St**  
**Edmonton, AB T5J 3L5**

For more information, please contact Brandy @ 780.944.5701.

Only those selected for interviews will be contacted.