

General Information for People Interested in Becoming Board Members at the Kenora Association for Community Living

KACL Board of Directors are integral part of the community living movement in and around Kenora. KACL is a large, multi-service organization with 16 programs and over 250 employees who provide services to 450+ individuals and families throughout the Rainy River District. Our programs are ever evolving as we strive to improve our services for people living with intellectual and developmental disabilities or a serious mental illness and their families. Our values are reflected in our Mission Statement and our Service Delivery Principles; at their core they are about social justice and belonging. Directors of KACL's Board are essential in this work.

Eligibility for Becoming a Board Member of KACL

To be eligible to become a board member you must meet the qualifications as set out in the KACL By-law #1, and Governance Policies of KACL including:

- i. be at least eighteen years of age; and
- ii. be a resident or property owner in the City of Kenora; and
- iii. not be an ineligible person according to Article 4(3)
 - a. not have the status of bankrupt; and
 - b. not have been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property; and
 - c. not have been found to be incapable by any court in Canada or elsewhere; and
 - d. not be an "ineligible person" as defined by Canada Revenue Agency, where ineligible person means an individual who has been convicted of a relevant criminal offence or a relevant offence; or was connected to an organization that had its registered status revoked for a serious breach; or was a promoter of a tax shelter, and participating in that tax shelter caused the revocation of an organization's registered status; and
 - e. not be an employee of KACL or a related person to an employee of KACL ; and

- f. not have been an employee of the KACL at any time during the twenty-four (24) months that precede the election date; and
 - g. not have been an employee of KACL who has initiated civil litigation against KACL; and
 - h. not be a related person to a Director of KACL or to a candidate for election as a Director of KACL; and
-
- iv. provide proof of a clear criminal reference check; and
 - v. be interested in furthering the objects, values and mission of KACL; and
 - vi. possess knowledge, skills and experience required of a Director as described in the Board of Director's governance policies and procedures; and
 - vii. support the model of governance as described in the Board of Director's governance policies and procedures.

KACL Board Member Composition

KACL is a non-profit provincial corporation governed by a 9 member Board of Directors. Board members are elected by the Members at the Annual General Meeting. In order to ensure consistency, we have staggered elections so that usually no more than three (3) elected Board positions become available each year.

The Chief Executive Officer attends all meetings of the Board of Directors.

Non-Profit Provincial Corporation

As a non-profit provincial corporation no compensation is provided to Board Members for their board duties. All Board members volunteer their time and expertise to KACL. Board members will be reimbursed for traveling expenses (in accordance with KACL policies) to attend meetings or educational sessions approved by the Board.

Duty to the Corporation and Conflict of Interest

A board member's duty is to KACL and not to any other agency, group, or individual. Board members must be aware of any potential, perceived, or actual conflict of interest

they may have and shall declare that conflict in advance of receiving any information or discussing any issues they may have a conflict in.

Length of Commitment

We are expecting a three (3) year commitment from new members. This commitment can be extended to a maximum of twelve (12) years through three (3) additional three (3) year terms before a person would have to leave the board.

Proposed: Replace above with: (by-law amendment at next AGM)

We are expecting a three (3) year commitment from new members. This commitment can be extended to a maximum of nine (9) years through two (2) additional three (3) year terms before a person would have to leave the board.

Time Commitment

On average Board members at KACL spend five (5) hours per month on Board member issues, meetings, preparation for meetings etc.

Regular Board meetings are held 9 months of the year (September – May). The Annual General Meeting is held in June each year. Special meetings may be called during the year.

Board members are expected to attend at least 80 percent or better attendance at Board meetings, committee meetings or special meetings that may be called.

On average Officers at KACL spend eight (8) hours per month on committee meetings and executing the duties of an officer (ie treasurer).

Board members are also expected to participate in community engagement and consultation.

Orientation for New Board Members

All Board members receive a formal orientation within the first 3 months.

KACL Governance Model

KACL's Board has adopted and governs according to a modified Policy and Planning board model. Under this approach, the Board creates and works in accordance with a

set of policies that govern its actions. The board has made the CEO responsible for developing and implementing operational policy independent of Board involvement. This model ensures the existence of a planning culture within KACL, achieved through the development and use of a shared long term plan, and a two (2) short term plans, one for the board and one for management. The work of the Board is described in clear policies that set out the relationship between Board and staff.

Process for Becoming a Board Member of KACL

Complete the application form to Become a Board Member.

A member of KACL's nominating committee will contact you to discuss your application and if appropriate, arrange for a meeting where you will be interviewed to determine suitability.

After interviewing candidates the nominating committee will prepare a list of recommended nominees for the Board.

The Board will, at an in-camera session, review the recommendations for Board membership and make a final determination on candidates who will be recommended to the members for election at the June Annual Meeting of KACL.

Once elected at the Annual Meeting, the new board members will assume their position immediately following the meeting.

Regular Board meetings are held 9 months of the year (September – May). The Annual General Meeting is held in June each year. Special meetings may be called during the year.

If you have any questions, please contact:

Deborah Everley, Chief Executive Officer: info@kacl.ca