



**United Way**  
Saskatoon & Area

# **Board of Directors**

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Candidate's Guide



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*On behalf of the Board of Directors and Stakeholders of United Way Saskatoon & Area, thank you for your interest in putting your name forward as a candidate to run for the Board. When citizens work to participate in the democratic process they help ensure that United Way of Saskatoon & Area remains an active and energized community leader. Thank you for your contribution.*

## **About United Way of Saskatoon and Area**

For more than 50 years, United Way of Saskatoon & Area has worked with community partners to create opportunities for a better life for everyone.

Change starts with one person, one group, one business, one community.

Support of United Way of Saskatoon and Area creates opportunities for a better life for everyone and achieves lasting, positive change.

This guide provides information on United Way Saskatoon & Area, the duties and responsibilities of Directors and the process of appointment to the Board of Directors. It contains all the information you need to consider to run as a candidate.

Because it takes a whole community coming together to change social conditions, United Way of Saskatoon and Area builds partnerships that mobilize communities, agencies, funders and other sectors to achieve shared goals.

### **Mission**

To improve lives and build community by engaging individuals and mobilizing collective action.

### **Vision**

Bring people and resources together to build a vibrant and caring community.

## Our Core Values

- Embrace diversity
- Demonstrate trust, integrity, respect, inclusivity, and transparency
- Commit to reconciliation with Indigenous Communities
- Energize and inspire volunteerism and volunteer leadership
- Provide non-partisan leadership
- Endorse innovation, partnerships, and collective action

## Focus Areas

United Way is about change. We bring people together to change lives and build strong community. We offer opportunities and resources to improve the social conditions and the well-being of individuals and families within Saskatoon and area.

Together with support from individuals and businesses in our community, we fund a network of programs and services within three focus areas:

- **Helping Kids be all that they can be** - Ensuring children and youth grow up healthy and transition successfully into adulthood.
- **Moving People from Poverty to Possibility** - Building individuals' financial stability and independence by providing access to healthy food, affordable housing, and employment.
- **Building Strong Communities** - Developing the skills of people to care for themselves and their families by creating opportunities and places for social interaction

We research the root causes of social problems such as poverty, homelessness, family violence and social isolation, identify gaps, invest in solutions and evaluate our progress. We use our size and reputation to multiply our impact, maximize our donors' dollars, and mobilize and advocate for change.

## Board of Directors

The Board of Directors is responsible for governance of the organization. It is the legal body vested with the responsibility for establishing policy and the direction of the organization in accordance with the Non-Profit Corporations Act, and legal requirements.

The Board of Directors oversees the management of the organization and acts to protect and enhance the assets. Directors have a fiduciary responsibility to act in the best interest of the organization. Each Director is appointed for a three year term and may serve an additional three year term (for a total of six years as a Director) if they seek to be re-appointed for the second term.

## Being a Director

Saskatoon United Way Board is committed to strong, responsible and ethical governance. Integral to this commitment is ensuring that the Board has an effective and well-rounded mix of skills, experience and attributes.

Directors are appointed each year at the annual meeting. The Governance & Nominations Committee is responsible for recruiting and recommending new nominees. The Corporation's Constitution provides that the Board shall have a minimum of 12 Directors and a maximum of 20 Directors (Currently there are 16 appointed Directors serving on the Board).

## Competencies of an Effective Saskatoon & Area United Way Board:

To be appointed as a Director, and ensure a well-rounded and effective Board with the knowledge base to fulfill its governance responsibilities, the following competencies are required within all Directors:

### ***Leadership Competencies:***

- Strategic Thinker
- Connects Leaders to Leaders
- Advocate for Community
- Future Focused
- Steward of Brand and Trust

### ***Core Competencies:***

- Mission Focused
- Relationship Oriented
- Collaborator
- Results Driven
- Brand Steward

## Ideal Representation of the Stakeholders & Communities we Serve:

United Way of Saskatoon and Area aims to have a Board that is representative of the members and communities we serve. To that end, we strive for the following:

- Gender balance
- Ethnic and cultural diversity
- Diversity of age and life stage

## Time Commitment

A significant time commitment is required of United Way of Saskatoon and Area Directors. This recognizes the organization's commitment to good governance and the individual director's dedication to our community at large.

Preparation, attendance and active participation at regular Board and Committee meetings, strategic planning sessions, and other special meetings are evidence of the involvement and commitment of Directors. Accountability to other Board members and to our stakeholders is taken very seriously and a record of attendance at Board and Committee meetings is detailed in the Annual Report.

A Director's first term may require additional time for training and development. Other Directors, and Senior Management all play a part in helping newly elected Directors learn and train for their new role.

## **Board and Committee Meetings**

The Board meets regularly on a monthly basis. At times, the Board is required to hold a special Board meeting, aside from the regular meetings. Meetings typically last for two hours. Meeting materials are provided to Board members the week prior to the meeting, and generally take two to three hours to review in advance of the meeting.

Meeting preparation is expected of all Board members to ensure productive meetings and quality governance.

Standing Board Committees meet quarterly or monthly. Meetings vary in duration, depending on the mandate of the Committee, but typically last two to three hours. Meeting materials are provided to Committee members the week prior to the meeting, and generally take one to two hours to review in advance of the meeting. Meeting preparation is expected of all Committee members to ensure productive meetings. Current Standing Committees are: Indigenous Engagement, Community Impact, Finance & Audit, and Governance & Nominations.

## **Nominations and Election Process**

### ***Director Positions Open***

In 2018, up to three (3) positions will be filled.

### ***Nominations and Election Process***

The Governance & Nominations Committee of the Board is made up of a number of Directors. The Committee assists the Board in identifying qualified candidates for election to the Board and oversees an orderly, open, transparent and democratic Board election process.

#### ***1. Gap Analysis & Proactive Recruitment***

Each year, the Governance & Nominations Committee reviews the composition of the current Board against the ideal skills, experiences and attributes to identify gaps. With the approval of the Board, the committee then proactively recruits potential candidates to fill these gaps.

#### ***2. Recommendation to the Board***

The Governance & Nominations Committee will review and verify each nomination received to ensure that the candidate meets the requirements and that background checks are conducted. All eligible candidates are then assessed against the identified gaps. Once the candidates have been interviewed and the Committee has completed their due diligence, the slate of recommended nominees is presented to the Board of Directors for approval.

#### ***3. Board Approval and appointment at the Annual General Meeting***

The Governance & Nominations Committee will submit to the Board the list of all candidates who meet the eligibility requirements and recommend appointment at the Annual General Meeting.

## Important Dates

- **November - April:** Recruitment & Call for Nominations and candidate interviews
- **April:** Recommended Candidates presented to the Board of Directors for approval.
- **June:** Appointment at the Annual General Meeting

## Annual Meeting

The annual meeting will be held in Saskatoon in mid-June. Director appointments will be announced at the meeting.

All candidates are encouraged to attend the annual meeting. If you are elected to serve as a Director, your term begins immediately following the close of the annual meeting.

## Submitting your Application

- Please ensure you have read the Candidate's Guide carefully.
- Complete a letter with your expression of interest and submit with your resume or bio to [office@unitedwaysaskatoon.ca](mailto:office@unitedwaysaskatoon.ca) using the subject line: Board of Directors Application. Alternatively, you can drop off your application at our office.
- To be considered for the 2018 Call for Applications process, please ensure your application is submitted by March 31, 2018.