

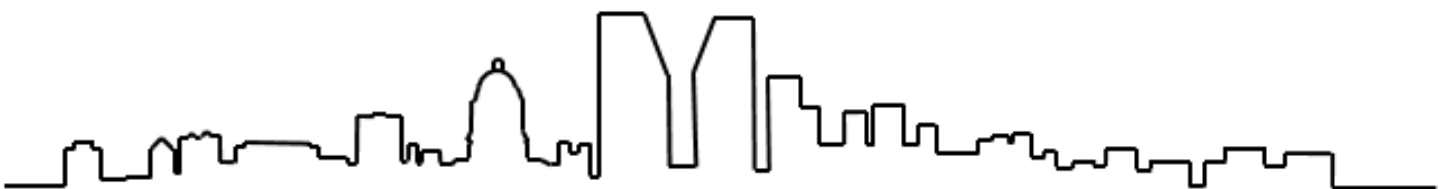


**United Way**  
Regina

# BOARD OF DIRECTOR'S

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CANDIDATE GUIDE



# Board of Directors

## Candidate Guide

### Introduction:

United Way Regina is seeking interested individuals to join our Board of Directors. To become a Director, the successful candidate must demonstrate leadership, insight and commitment to pursuing United Way's goals of making measurable impact in the community. Directors are expected to contribute financially to our annual campaign, attend and participate in board meetings, planning events and other activities.

This is an exciting time to join the United Way Regina Board as we are working to determine a future state for our organization to remain relevant, build our internal capabilities and capacities to continue improving lives and building community for generations to come.

The Governance Committee welcomes interested community leaders from Regina, Moose Jaw, Swift Current and/or Weyburn. Please submit your complete Application Package for consideration on or before **February 15, 2021** for consideration.

United Way Regina believes a focus on diversity, equity and inclusion in all aspects of our work is essential to the continued relevance of United Way. The Governance Committee seeks qualified candidates with a view of aspiring to a Board that is reflective of the community it serves. Our staff and volunteers value, champion and embrace inclusion in all aspects and respect others without regard to race, color, religion, creed, age, sex, national origin or ancestry, marital status, veteran status, sexual orientation or status as a qualified disabled or handicapped individual.

A complete **Application Package** includes the following items:

- Application Form
- Code of Conduct Form
- Resume / CV

**Note:** If selected, a Criminal Record Check and Vulnerable Sector Check is required before participating in the first Board Meeting.



**United Way**

Please send your complete Application Package by end of business on February 15, 2021 in an envelope or by email marked “**Confidential**” to:

Robyn Edwards-Bentz  
CEO, United Way Regina  
1440 Scarth Street  
Regina, SK

Or by email to [redwardsbentz@unitedwayregina.ca](mailto:redwardsbentz@unitedwayregina.ca)

### **Recruitment and Election Process:**

***Current Vacancies:*** Four (4) Positions

The Governance Committee is responsible for assisting the Board in identifying qualified candidates for election at the Annual General Meeting and oversees an fair, transparent and democratic election process.

#### ***Initial Screening***

The Governance Committee will review Board Candidate application form, resume/CV and record check to determine eligibility. Then the Board Candidate information will be evaluated against the current Board recruitment priorities and skills gaps in the current board composition.

#### ***Review and Selection***

Board Candidates will be interviewed to further determine fit, commitment and alignment with United Way’s values. The Governance Committee will utilize the evaluation matrix to assess eligible candidates. Once pre-screening and due diligence is complete, the Board may appoint individuals to a Director position. New Directors will participate in an Orientation Session in late May or early June. The first meeting on the Board of Directors will be September 21, 2021.

#### ***Election at the Annual General Meeting***

The Governance Committee will submit to the Board the list of all candidates who meet the eligibility requirements and recommend appointment at the 2021 Annual General Meeting in October.

### Qualification:

A Director must meet all of the following qualifications set out in the Not For Profit Act:

- be at least 18 years old
- not have been declared incapable under the laws of a Canadian province, or by a court in a jurisdiction outside Canada
- be an individual, not a corporation
- not be in bankrupt status

### About United Way Regina:

Along with a vast network of supporters and community partners, United Way Regina strives to break down barriers and improve the communities we serve. We are committed to making measurable, lasting change across the Regina and Region today, and tomorrow.

**Mission:** Empower everyone to improve lives and build strong communities.

**Vision:** Everyone in every community has the opportunity to reach their full potential.

**Values:** Demonstrate trust, integrity, respect, inclusivity and transparency  
Energize and inspire volunteerism and volunteer leadership  
Endorse innovation, partnerships and collective action  
Provide non-partisan leadership  
Embrace diversity

### Our Regional Approach:

Poverty. Adverse Childhood Experiences. Mental Health. Food Insecurity. These complex community issues are not limited by geography – they affect the well-being of citizens living in Regina and surrounding areas. This is why, in 2019, United Way Regina expanded our regional footprint in an effort to help drive change on a larger scale than ever before. By working with local community champions as well as corporate and community partners, it is our intent to continue serving the communities of Regina, Moose Jaw, Swift Current and Weyburn.

## United Way 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 the Regina Region. Together with support from individuals and businesses in our community, we fund high-impact local programs and United Way Initiatives within three focus areas:

**All That Kids Can Be** - Ensuring children and youth grow up healthy and transition successfully into adulthood.

**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.

## Board of Directors:

United Way's volunteer Board of Directors sets our direction, takes responsibility for financial decisions and performance, and is accountable for achieving organizational objectives. Their diverse skillsets, experience, and areas of influence are critical in helping us build resilient and caring communities. The Board functions in a Policy Governance capacity that does not require involvement at an operational level.

Directors have a fiduciary responsibility to act in the best interest of the organization. Board Terms refer to the length of service. Each Director is making a commitment to serve one 3-year term with an option to serve a second and third term if they seek to be re-elected.

The Board has primary accountability to its UWR Members that comprise our donors, corporate and community partners, volunteers, and to the broader community in which we operate, and to people in need within those communities.

### Director Qualities:

The Board is seeking qualified Board Candidates to act as trusted and reputable Directors for our organization, displaying the following qualities:

- **Commitment and interest** — they are available, invest time and resources to understand and advance the organization and are passionate about United Way's success.
- **Objectivity** — they form their own judgments and opinions, and are not biased towards any particular interest or stakeholder.
- **Integrity** — they have personal integrity, are trustworthy, and insist that the organization behave ethically.
- **Courage** — they have the courage to ask tough questions and to voice their opinions. Their loyalty to the organization's interests may demand that they express dissent and persist in requiring answers to their questions.
- **Informed judgment** — they focus on the important issues and base their decisions and actions on sound principles and common sense.
- **Perspective** — they have broad knowledge and experience that they apply to discussions and decisions.

### Board Recruitment Priorities:

Attracting qualified, motivated board members is critical to the effectiveness and sustainability of our organization. A diverse board of directors with different ages, genders, cultures, skills, experiences, tenure and backgrounds creates new and interesting perspectives and can bring fresh ideas to the table. The Board Recruitment process aims to find balance by creating an equitable evaluation process and filling identified skills, experiences or competency gaps, including: Life Stage, Cultural and Geographic or Regional Diversity.



In addition, we are seeking candidates with the following specialized skills:

- Financial Expertise (i.e. Chartered Professional Accountants)
- Legal Expertise (i.e. Lawyers)
- Innovation Expertise (i.e. Social Innovation and/or Digital transformation)
- Demonstrated understanding of the local philanthropic community

## **Time Commitment**

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

With preparation, regular board meeting attendance, participation on one Committee of the Board, and other special meetings, Directors typically devote 3 to 5 hours per month to serving United Way Regina.

## **Board Meetings:**

The Board meets regularly on a monthly basis, from September to May or June each year. Meetings are typically from 7:30 am to 9:00 am. Meeting materials will be emailed to Board members about 5 days in advance of the meeting. It is an expectation that all Board members come prepared to ensure productive meetings.

Standing Board Committees (or Committees of the Board) meet quarterly. Meetings vary in duration, depending on the mandate of the Committee, but typically last 1.5 to 2 hours. There are two Standing Committees: Governance Committee and Audit Committee.

United Way Regina regularly conducts Virtual Board Meetings using Telephone Conference or using Online platforms (such as Zoom, Microsoft Teams, Go-To Meetings, etc.) Some benefits of flexible meeting procedures include reduce costs of traveling; time sensitive issues can be addressed quickly and efficiently; and accommodation of Directors who may reside outside of Regina.



**United Way**

### Important Date Ranges:

January - February:

Call for Applications

March - April:

Interviews & Reference Checks

May:

New Director Orientation Session

September:

First Board Meeting

October:

Elections at Annual General Meeting



## APPENDIX A

### DIRECTOR JOB DESCRIPTION

- Position:** Director
- Reports to:** United Way Members, Donors, Stakeholders and Community
- Purpose:** Volunteer members of the Board represent the community we aim to serve. Collectively, they are legally responsible for the corporation, including financial and program accountability. They define and implement the mission, vision and values of the United Way based on their understanding of the community's assets, needs and goals.
- Eligibility:** The Board members must be a resident of Regina or Regina Region including Moose Jaw, Swift Current or Weyburn.
- Duties:** The principal duties of the Board fall primary within the following oversight responsibility areas:
- Setting the strategic direction
  - Identify, mitigate and monitor organizational risks
  - CEO selection, performance evaluation and succession
  - Fiscal responsibility and trusteeship of funds
  - Overall good Governance for the corporation
  - Communication with stakeholders
  - Integrity of corporate internal controls
- Competencies:** The United Way Competency model is critical for identifying and recruiting the right volunteer leaders. These competencies go beyond foundational governance duties and detail attributes and behaviors.

United Way Professionals maintain the following core competencies:

- **Mission-Focused:** top priority is to create real social change that leads to improving lives and building a stronger community
- **Relationship-Oriented:** understands that people come before process and is astute in cultivating and managing relationships towards a shared vision
- **Collaborator:** understands the roles and contributions of all sectors of the community and can mobilize resources
- **Results Driven:** dedicated to shared and measurable goals for achieving Community Impact
- **Steward of Brand and Trust:** the Board understands the powerful significance of the United Way Brand

### Focus on Diversity, Equity and Inclusion:

United Way's work has focused on providing equitable opportunities for all. We are committed to deepening our approach to community engagement so we are inclusive of all citizens as instrumental in ensuring that our work is focused on shared community priorities.

Historical, persistent patterns of structural and institutional discrimination and implicit bias based on race/ethnicity, gender, and other identities have created lasting inequities in our community. These inequities pose ongoing barriers to enabling all to live the "good life."

United Way recognizes that improving the lives of everyone in the communities we serve means we must explicitly focus on removing these barriers for those most harmed by them. This includes addressing systems, policies, practices, belief systems, and attitudes that have often served to privilege some and disenfranchise others.