



The Brenda Strafford Foundation Ltd.
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theBSF.ca

Board Member Opportunities: The Brenda Strafford Foundation

Intent: As a result of a recent review of board composition and skills, The Brenda Strafford Foundation is currently seeking to recruit new board members to join The Foundation's governing board with skills and expertise in the following areas:

- Charitable Activities/Philanthropy
- Strategic Planning/Thinking
- Information Management and Technology
- Resident and Family Advocacy

Overview:

The Brenda Strafford Foundation is a registered Canadian charitable organization based in Calgary, AB, established in 1975 by Dr. Barrie I. Strafford to honour his late wife, Brenda Strafford. The Foundation is incorporated under the Business Corporations Act.

The Foundation's core operations are in seniors care. The Foundation owns and operates five Long Term Care and Supportive/Assisted Living seniors care facilities in Calgary, AB, and Okotoks, AB, with over 1,000 beds and approximately 1,100 staff.

As a registered charity, The Foundation is involved in a number of projects for innovation in seniors' health and wellness. The Foundation also supports local charitable projects to serve women and children who are fleeing domestic violence, families at risk of homelessness, and persons in need of health services abroad in the West Indies. The Foundation has a close affiliation with research at the University of Calgary. The affairs of The Foundation are governed by the attached Legacy and Guiding Documents.

Programs & Services:

Seniors Care Facilities:

- Bow View Manor (NW Calgary)
- Wentworth Manor (SW Calgary)
- Clifton Manor (SE Calgary)
- Tudor Manor (Okotoks)
- Cambridge Manor (NW Calgary)

Seniors Care Services:

- Long Term Care
- Supportive/Assisted Living
- Dementia Care (secure units)
- Respite Care
- Adult Day Support Programs

Local Charitable Programs:

- The Brenda Strafford Society for the Prevention of Domestic Violence
- Brenda's House (operated by Children's Cottage Society)
- Gateway House (operated by Alberta Health Services)
- Dementia Friendly Communities (co-funded by Government of Alberta, Alberta Health Services, and Alberta Innovates) and other innovations in seniors health

International Charitable Programs:

- Institut Brenda Strafford: Les Cayes (Haiti)
- Village of Hope 'Community Vision Centre of Excellence' and 'Hope Hospice': Montego Bay (Jamaica)
- The Brenda Strafford Eye Centre: Roseau (Dominica) and four primary care medical clinics: Bagatelle, Coulibistrie, San Sauveur, and Trafalgar (Dominica)

Research at the University of Calgary:

- The Brenda Strafford Centre on Aging
- The Brenda Strafford Foundation Chair in Geriatric Medicine
- Brenda Strafford Foundation Chair in Alzheimer Research
- Brenda Strafford Chair in the Prevention of Domestic Violence

The Brenda Strafford Foundation Board of Directors:

The Foundation is governed by a volunteer board of directors which is accountable for the quality of service and care, and supports the organization to achieve its goals. Specific duties include:

- Overseeing the organization's performance
- Decision-making that impacts the organization's long-term sustainability
- Involvement in the development, approval, and monitoring of the strategic plan
- Approving major policies
- Selecting the President and CEO
- Serving as an advocate for the organization

Time commitment for board members is typically two (2) days per quarter with occasional special events, strategic planning sessions etc. over and above this time. The full board currently meets for a full day on a quarterly basis. Additional time commitments include the expectation that board members sit on two (2) board committees. Committee meetings are typically held the day before the full board meeting.

Who are we seeking?

Current Board of Director Vacancies:

The Foundation is currently seeking new board members with skills and experience in the following areas:

Charitable Activities/Philanthropy

The applicant will possess the following expertise, qualifications, and experience:

- Evaluating and selecting areas of charitable support
- Effective stewardship of dedicated funds
- Long range planning for charitable activities

Strategic Planning/Thinking

The applicant will possess the following expertise, qualifications, and experience:

- Long range organizational planning
- Systems thinking
- Strategic planning processes
- Strategic risk management and optimization of strategic opportunities

Information Management and Technology

The applicant will possess the following expertise, qualifications, and experience:

- Information security, stewardship, and systems reliability
- Digitization of processes and practices
- Evolving trends in information management and technology
- Information technology business continuity
- Assessing return on investment in information technology
- Specific knowledge of the continuing care system

Resident and Family Advocacy

The applicant will possess the following expertise, qualifications, and experience:

- Effective resident and family engagement strategies
- Progressive disputes resolution processes
- Insight into lived family and resident experiences
- Trends on resident and family expectations

Healthcare, specifically knowledge of the continuing care sector, and prior board experience is preferable, but not essential.

As a charitable organization there is no compensation provided to board members.

Board Member Expectations

Candidates for the board should have a true interest in the organization's vision, mission and guiding principles.

Board members are also expected to meet the commitments and responsibilities as outlined in the attached Board Member Commitment document.

Board Diversity

The Brenda Strafford Foundation values diversity and embraces the benefits that diversity can bring to The Foundation. Diversity promotes the inclusion of different perspectives and ideas and reflects the values and composition of our talented staff and the communities we serve. As such, it is hoped that applicants from diverse backgrounds and communities will express interest in these board positions.

Contact:

If you are interested in this volunteer board position, or require additional information, please contact Mike Conroy, President and CEO, by email: mike.conroy@theBSF.ca

For more information about The Brenda Strafford Foundation, visit: theBSF.ca

Board Member Commitments

The Board of Directors of The Brenda Strafford Foundation (BSF) promote the well-being of the organization and ensures that the organization fulfills its Philosophy, Guiding Principle, Objectives, Mission, Vision, and Strategic Goals in accordance with its established Values.

A member of the Board of Directors of BSF has a *duty of care* to always work in the best interests of the organization, a *duty of loyalty* to put the good of the organization first and avoid any conflicts of interest and support the central goals of the organization and follow its governing documents.

In furtherance of these commitments and responsibilities board members will put forth their best individual effort to:

- Uphold and support BSF to advance organizational practices and that support and comply with BSF's Philosophy, Guiding Principle, Objectives, Mission, Vision and Values (attached).
- Attend, fully prepare for, and diligently participate in board meetings and committee meetings.
- Abide by applicable organizational bylaws, policies, and other relevant requirements.
- Act in the best interests of the organization, and excuse themselves from discussions and votes where a conflict of interest arises.
- Strive to keep abreast of trends, issues, and current developments that may affect the organization.
- Stay informed about what is going on in the organization, asking questions and requesting information as needed. Participate in and take responsibility for making decisions on issues, policies and other board matters.
- Actively voice their opinions and concerns, and open-mindedly consider everyone else's opinions and concerns, in all board decision making.
- Exercise authority as a board member only when acting in a meeting with the full board or when appointed by the board.
- Represent the organization in a positive and supportive manner at all times.
- Bring a sense of humor and active listening to participation in meetings.
- Work collaboratively with staff and other board members as partners toward achievement of organizational goals.
- Strictly maintain the confidentiality of all privileged or sensitive information provided to safeguard the organization's reputation and integrity, as well as the privacy rights of individuals and donors connected with the organization and the board. Board members accept this principle as one that should survive their period of board service.

In turn, the organization will support board members in the following ways:

- Providing regular information and analyses and updates on significant and relevant organizational activities.
- Providing opportunities to discuss important organizational issues with the Board Chair and other board members as appropriate.
- Offering opportunities for professional development as a board member.
- The staff and board members will respond in a straightforward fashion to questions that are necessary to carry out a board member's responsibilities to BSF. Board members and staff will work in good faith toward achievement of our goals and fulfillments of a board member's responsibilities.
- Providing ample notice of board and committee meetings and provide the required meeting information in advance of meetings.
- Providing all reasonable Director liability insurance coverage and indemnification.