



**homeward trust**  
edmonton

opening doors. building hope.

**BOARD OF DIRECTORS  
APPLICANT INFORMATION PACKAGE**

**March 2017**

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

**The personal information requested on this form is collected and managed in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection or use of this information, please contact Homeward Trust Edmonton.**

March 14, 2017

Dear Applicant,

**RE: HTE Board of Director's Application Package**

Thank you for your interest in serving on the Homeward Trust Edmonton (HTE) Board of Directors. Our organization is tasked with ending homelessness in Edmonton, and has undergone significant growth in the past 10-years. As part of this Board of Directors, you will bring senior-level leadership experience in business, government, or the non-profit sector, and have provided several years of service on Boards of Directors.

The purpose of this package is to provide you with background information on serving as a board member, as well to apprise you of the timeline and procedures for appointment. Homeward Trust is a community-based organization and is therefore committed to the engagement and participation of a nominating committee composed of government and community stakeholders

Homeward Trust is governed by a Board of Directors, consisting of nine individuals who positively support the mission of HTE. A minimum of four of the nine directors must be Indigenous. This governance model ensures that the views and culture of Indigenous peoples are respected and reflected in our work and relationships.

Please review the attached Board of Directors profile, which provides further details on the position itself. For further information on Homeward Trust, please visit our website at [www.homewardtrust.ca](http://www.homewardtrust.ca).

If you have questions at any time during the process, please contact Diana Crosswhite at (780) 944-4824 or [dcrosswhite@homewardtrust.ca](mailto:dcrosswhite@homewardtrust.ca).

Sincerely,



Patricia Mackenzie, Chair  
Homeward Trust Edmonton

Attachment – Board Position Profile

*We thank all applicants for their interest, however, only candidates selected for interviews will be contacted.*



## APPLICATION CHECKLIST

Please include the following with your application:

- A maximum two (2) page cover letter, which may address some of the following topics:
  - Your interest in serving on the board of Homeward Trust.
  - Experience in the housing and homelessness sector, or with related social services.
  - Experience in board, corporate, and non-profit governance.
  - Relevant professional, academic, and volunteer experience.
- A current resume (maximum of three (3) pages);
- Letters of Reference from two (2) references, along with their contact information, with the express understanding that they may be contacted by the Nominating Committee.
- Selection Process
  - Applications will be reviewed by our Nominating Committee.
  - Individuals selected for further consideration will be invited to an interview on April 19 between the hours of 10:30 am – 1:30 pm.
  - Individuals who are interviewed and not selected will be advised in writing.
  - The successful applicant will be advised as soon as a decision is made.
    - The nomination will be brought forward to our Governance and Compensation Committee on May 11, 2017 for a recommendation of appointment at the May 31, 2017 Board Meeting.

Submit a completed application form, your cover letter and two (2) written references to:

**Diana Crosswhite, Executive Assistant**  
**Homeward Trust Edmonton**  
**6<sup>th</sup> floor, 10242-105 Street**  
**Edmonton, AB**  
**T5J 3L5**  
**Fax: (780) 496-2634**  
**Email: [dcrosswhite@homewardtrust.ca](mailto:dcrosswhite@homewardtrust.ca)**

### **APPLICATION DEADLINE - NOON, FRIDAY – APRIL 7, 2017**

If you are selected for an interview, please be advised that the **interviews will be held on Wednesday, April 19 between 10:30 am – 1:30 pm** at the Homeward Trust Office.

For additional information about the recruitment process, please contact **Diana Crosswhite** at **(780) 944-4824** or **[dcrosswhite@homewardtrust.ca](mailto:dcrosswhite@homewardtrust.ca)**



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**PERSONAL INFORMATION:**

Name:

Address:

Bus:

Home:

Cell:

Fax:

Email:

Occupation:

Employer:

**Please detail your leadership experience in business, government, and the non-profit sector, in addition to your experience serving on Boards of Directors.**

**Have you ever served as board member, committee member, or employee of Homeward Trust Edmonton or either of our two predecessor organizations, the Edmonton Housing Trust Fund (EHTF) and/or Edmonton Joint Planning Committee on Housing (EJPCOH)?** \_\_\_\_\_

**If **yes**, please explain:**

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**REFERENCES:**

Please provide two letters of reference, along with the reference contact information.

**Reference #1**

Name:

Reference Phone:

Email:

Relationship:

**Reference #2**

Name:

Reference Phone:

Email:

Relationship:

Applicant Signature:

Date:

**\*Please note that by signing this application form, you consent to Homeward Trust Edmonton sharing your completed application package with our Nomination Selection Committees and current Board Members. Your signature also provides permission for contact to be made with your references.**

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# Board Director Profile

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## Homeward Trust – Board of Directors Position

### Member Qualifications

#### Interested candidates will have:

- More than five (5) years of experience serving on Boards or Committees, ideally in corporations or large non-profit organizations.
- An understanding of corporate governance, and experience serving on governance boards.
- Senior-level leadership experience in the corporate, public, and/or non-profit sectors.
- The ability to commit to quarterly board meetings, committee meetings, and public events, some of which occur during regular business hours.
- Familiarity with the Capital Region's business and social sectors, and government at the municipal, provincial, and federal levels.
- Demonstrated commitment to ending homelessness in Edmonton.
- Demonstrated ability to understand and contribute to business processes, including financial and strategic planning in a meaningful, constructive way.
- Applicants must live in the Capital Region as indicated on the following map: [http://capitalregionboard.ab.ca/Website/media/Audio/Map-of-Mayors-CAOs-Jan-17-2017\\_1.pdf](http://capitalregionboard.ab.ca/Website/media/Audio/Map-of-Mayors-CAOs-Jan-17-2017_1.pdf)

All applicants must be over 18 years of age, an individual that is not bankrupt or insolvent, and a resident of Canada.

### About Homeward Trust

Homeward Trust Edmonton is a diverse and inclusive not-for-profit organization that uses a community-based approach in pursuing the goal of ending homelessness in Edmonton. Its primary role is to coordinate a response to housing needs by working together with local agencies and all orders of government. Community engagement and involvement are the foundation of Homeward Trust's work.

A fast-growing non-profit, Homeward Trust's Board of Directors oversees a \$43 million organization, including subsidiary organizations.

### Remuneration

Board members serve in a volunteer capacity.

### Conflict of Interest

Directors must comply with the conflict of interest and code of conduct policies and will be required to sign a confidentiality agreement.

### Term of Appointment

The maximum Director service is five (5) consecutive years: one (1) term of one year, and two (2) terms of two (2) years each.

## Board Director Profile

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Individuals who have previously served as a Board Director are eligible for reappointment after two (2) full years have passed since the date when they last ceased to be a Director.

### Orientation

Appointees will attend an orientation prior to their first Board meeting. This takes approximately 3 hours, held during regular office hours.

### Time Commitment Required

- The Board meets quarterly for regular meetings (approx. 3 hours each);
- Once per year for a two-day planning meeting which is during business hours (usually held in August).
- Board members are expected to serve on at least one Board sub-committee, which generally meet quarterly but will meet as required.
- Attend meetings and other commitments (events) as board members, some of which are during regular business hours.

Board members are generally expected to contribute their time, experience and effort towards the governance and betterment of the organization, and the realization of organizational plans and strategies. In addition, board members are expected to positively represent the organization and to attend events on behalf of the organization.

### Board Composition

The Board is comprised of nine (9) Directors, four (4) of which are Indigenous community members.

### Process

Please submit completed application packages **BY NOON, FRIDAY, APRIL 7, 2017** via email. If it is necessary to extend the deadline it will be posted to the website.

If you are selected for an interview, please be advised that the **interviews will be held on Wednesday, April 19 between 10:30 am – 1:30 pm** at the Homeward Trust Office.

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Homeward Trust Edmonton  
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