



YWCA
REGINA

A TURNING POINT
FOR WOMEN
UN POINT TOURNANT
POUR LES FEMMES



Brief Overview

Board Member Responsibilities

I. General Information

- The board at YWCA is a governance board. It does not manage the day-to-day operations of the YWCA and does not undertake sole responsibility for fundraising (although directors are asked to contribute to the YWCA as their means permit).
- The Board will govern with an emphasis on organizational outcomes rather than on operational issues. The Board will commit to obtaining community input, encourage diversity of viewpoint and provide strategic leadership rather than administrative detail.
- There is a distinction between roles of Board and CEO. The Board shall make decisions collectively.
- The Board will focus on the future, rather than the past or present, and shall be proactive rather than reactive.
- YWCA Canada (national organization) has set a requirement of maintaining a “youth” component on each board comprising 25% of the members of the board. Youth is defined as directors who are thirty or under at the time that they begin serving on the board and/or when they renew their term.
- The Board has a Chair, a Vice-Chair, a Past Chair and a Secretary. The Vice-Chair would normally move up to become the Chair. The Chair serves a one-year term with the opportunity to be re-elected for two more consecutive one-year terms. Following completion of that term the Chair becomes Past Chair and serves in that capacity for a one-year term.
- Annually there are two National meetings of YWCA member agencies from across Canada. The Chair and Vice-Chair would normally be the directors who attend these meetings however, depending on the location of the meetings, other board members may be asked to attend.

II. Board Member Requirements

- Board members must purchase a philosophical membership in the YWCA annually at a cost of \$25.00.
- Board members must provide a criminal check and complete an offence declaration form annually. This is a requirement as the YWCA runs Big Sisters in Regina and this is a requirement for Big Sisters nationally. It is not expected that board members will have any direct contact with Little Sisters.

III. Meetings

- The YWCA Board meets on the third Monday of each month except in December, July and August.
- Board members are expected to be prepared for each meeting. Materials are usually made available on the electronic sharing tool (Box.com) to directors about a week in advance of meetings.
- The Board has an “Advance” (as opposed to a Retreat) annually in the fall. These are normally held on a weekend day from approximately 9 – 4.
- It is a requirement that board members attend a minimum of 70% of board meetings.

IV. Evaluations

- Board members will be asked to evaluate their own performance, the Board’s performance as a whole and the Chair’s performance.
- In addition, an evaluation of the CEO’s performance will be completed by each member and Director. The CEO is the only employee who reports to the Board.

V. Committees of the Board & Other Commitments

- Each director serves a term of three years and is eligible to serve two terms for a total of six years.
- There is an expectation that each director will also sit on a committee of the board.
- The Board committees include: Audit, Nomination, and Governance. From time to time there may also be ad hoc committees struck for a specific purpose. In addition, Advocacy and Funds Development are management--led committees on which directors sit.
- Board members are asked to volunteer for various events throughout the year as their time permits.
- There are a few social occasions each year that board members are asked to attend (e.g. Resident dinners, staff Christmas party).
- The Women of Distinction dinner is the major fundraiser that the YWCA holds each year. This dinner is organized by a group of dedicated volunteers. Board members are asked to attend the dinner if possible. They are responsible for paying for their own tickets. Board members can purchase tickets at the lower employee price.