

Churchill Park

Churchill Park Family Care Society, 3311 Centre Street, Calgary, AB
www.churchillpark.ca 403 266 4656

“A society where all children and families reach their full potential”

CHP Vision Statement



About Our Board

Churchill Park Board Recruiting Circular

Thank you for expressing an interest in the Board of Directors for Churchill Park Family Care Society (CHP). Serving as a board member is an exciting and rewarding experience. It also comes with many responsibilities. This circular is designed to answer your questions about board membership and the responsibilities and expectations of board members.

What Is the Role of the Board?

The Board sets the mission, strategic direction, policies and priorities of Churchill Park which the Chief Executive Officer puts into action. Board members are collectively responsible for governing Churchill Park and as such, the Board does not carry out day-to-day programs and operations, but monitors these so that they reflect Board policies. The Board acts as the responsible fiduciary agent for Churchill Park and is also responsible for hiring, supporting and evaluating the Chief Executive Officer.

What Is the Board Meeting Schedule?

The Board conducts much of its annual business through ten (10) regular face-to-face meetings scheduled on weekday evenings. Each meeting typically lasts two hours and requires one to two hours of preparation. The Board may also call additional meetings throughout the year, as necessary, to address unforeseen events, development opportunities or special circumstances.

Board committees meet separately as required.

How Long Does a Board Member Serve?

Board members are expected to serve a minimum two-year term and upon completion, may elect to serve additional terms.

“The best thing we can do for our children is allow them to believe in themselves.”



Empowered, Confident, Inspired

Board Committee Work

Each board member is expected to participate in committee work. Committees can be made up of directors, non-board CHP members and staff. Committees change from year to year depending on the needs of Churchill Park except for our two standing committees, described below.

Governance Committee

The Governance Committee assists the Board of Directors in ensuring it has what it needs to effectively govern the organization. It does so by assisting the Board in the development and oversight of corporate governance policies and processes, board recruitment and development, compensation matters and succession planning for the Chief Executive Officer. The Governance Committee acts as a grievance board in regards to formal complaints against Churchill Park or its Chief Executive Officer.

Finance Committee

The Finance Committee is responsible for assisting the Board in the establishment of its financial, risk management and asset protection policies. The committee also reviews the internal financial statements on a bi-monthly basis, oversees the annual financial audit procedure, reviews and presents the Annual Budget for approval by the Board and provides assistance to management on Business Development activities.

How Does CHP Choose Its Board?

Directors are normally elected at the Annual General Meeting by a majority of members in attendance. If the number of candidates exceeds the positions available, the candidates with the largest number of votes fill the director vacancies. If a board vacancy occurs mid-year, the Board of Directors may identify, vet and elect available board candidates at a regular board meeting.

The Board includes the following positions:

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Up to eight (8) additional Board Directors

Board Responsibilities

Board members are expected to:

- Be an active and committed participant. Attend board meetings: read minutes and other documents in advance. Be prepared to ask questions, discuss, and contribute individual judgment and expertise in Board discussions and voting.
- Become familiar with the Board Policy Manual, Bylaws and legal and fiduciary responsibilities.
- Acquire and maintain a clear understanding of Churchill Park’s financial position.
- Take an active role on one or more board committees or sub-committees.
- Participate in recruiting new board members and board development.
- Maintain confidentiality of sensitive issues and personal or financial information about Churchill Park, its employees, clients and business partners.
- Work collaboratively with the CEO and other board members to promote a climate of mutual trust, respect and teamwork and conduct business relationships with integrity, honesty and fairness.
- Responsibly represent CHP and advocate for CHP’s mission, programs, and services as appropriate. Support and participate in fundraising efforts.

“The future depends on what we do in the present.”

Mahatma Gandhi

“Volunteering has enriched my life.”

CHP board member

Benefits of Board Service

- Board membership offers terrific opportunities to network with other community leaders.
- Strengthen your leadership and governance skills while helping to shape the future of childcare services.
- As a board member, you can make a difference in the lives of children, families and our community.
- Board recruits come from all areas of life and bring with them a wealth of experience. Board membership provides a great opportunity to work together on strategic initiatives and build lasting friendships along the way.

Where Can I learn More?

Give us a call for more information about how you can be involved.

403 266 4656
board@churchillpark.ca

Visit us on the web at
www.churchillpark.ca