



# PROSPECTIVE BOARD MEMBER INFORMATION AND APPLICATION

## Background

### What is the Bethania Group?

Bethania is a Mennonite Organization that provides compassionate, outstanding long term care and affordable housing for seniors.

The Bethania Group actually encompasses and is in charge of seven different legal entities that exist to meet the mission and vision of the Bethania Group. They are:

1. Bethania Mennonite Personal Care Home Inc.
2. Pembina Place Mennonite Personal Care Home Inc.
3. Bethania Mennonite Memorial Foundation Inc.
4. Bethania Housing and Projects Inc.
5. 285 Pembina Inc.
6. BethaniaHaus Inc.
7. ArlingtonHaus Inc.

### Board structure and function

The Bethania Group operates under the direction of a Board of Directors comprised of 12 volunteer women and men who have a special interest in the needs of the elderly and who ensure that high standards of care are maintained. The role of the board is to govern the organization and oversee its activities. This means that we focus on the strategic and overall activities of Bethania, not the day-to-day operations. Operational activities are the responsibility of the CEO and staff, who report to the Board of Directors.

### Ways to be involved

In its role to provide oversight and strategic direction, the Board of Directors has various Board committees for different part of the business. These committees can include Board members, staff and other governance volunteers.

## **Board of Directors**

### **Roles and responsibilities of the Bethania Group Board of Directors:**

- The board is ultimately responsible for the governance of the organization
- The board is responsible for selecting, hiring and evaluating the Executive Director
- The board must answer legally for the affairs of the corporation

### **Functions of the Bethania Group Board of Directors:**

- Board members must participate in the trustee function of the Board (i.e. be legally responsible for Bethania, enter into contracts, protect the value of the buildings, be accountable if things go wrong)
- Board members must participate in the community leader function of the Board (ie. Agencies and community organizations, neighbours and the City, take the concerns of these stakeholders into account, work with other non-profit housing providers & coalitions)
- Board members must participate in the Director function of the Board (ie. Developing and updating a vision statement, focusing on results, monitoring operations, setting policies and standards, ensuring resources are available to provide housing)

### **Commitments of Directors to the Board:**

- Be committed to Bethania's mission, values and principles
- Attend meetings - Board meetings are usually once per month on a weekday evening with supper provided. You must give advance notice if you cannot attend or will be late
- Be informed - directors receive a package of background reading for each board meeting a few days before the meeting
- Declare conflict of interest - you must declare when a decision may benefit you, your relative or your firm in a way not common to the rest of the Board
- Share responsibility for Board decisions and the Board's process - participate in discussions, participate in at least one Board committee, respect the chair and respect the decisions of the group, even when you don't agree with the majority
- Come ready to enter the discussion and make decisions, do not be afraid to ask "dumb" questions
- Exercise your own judgment - rely on appropriate professional advice or expertise of the Executive Director and staff but do not follow it blindly
- Maintain confidentiality - strict confidentiality must be kept about personal information about tenants, potential tenants and employees, and any legal proceedings that the Board may be involved in
- Be loyal to the Board - speaking publicly against a Board decision or against another director weakens the Board and inhibits its ability to function as an effective group. Air your views frankly at Board meetings and try to resolve differences there

### **The Board's commitments to the individual directors:**

- Commitment of other directors – everyone take responsibility seriously
- Effective use of time – time spent in meetings should be used wisely, meetings are usually 2 hours
- Access to information relevant to Board decisions – ahead of time whenever possible
- Training and support – with a budget every year for directors to attend workshops and conferences

## Board Committees

Board committees consist of Board members and staff. There are a number of different committees covering different focus areas including: policy, investment and finance, fundraising and event planning. Committee members work together to set a time to meet. A committee chair, usually a Board member, reports back to the Board of Directors.

### Commitments of Board committee volunteers:

- Be committed to Bethania's mission, values and principles
- Attend meetings - Board meetings are usually once per month on a weekday evening with supper provided. You must give advance notice if you cannot attend or will be late
- Be informed - directors receive a package of background reading for each board meeting a few days before the meeting
- Declare conflict of interest - you must declare when a decision may benefit you, your relative or your firm
- Share responsibility for committee's decisions and the committee's process - participate in discussions, respect the chair and respect the decisions of the group, even when you don't agree with the majority
- Come ready to enter the discussion and contribute, do not be afraid to ask "dumb" questions
- Maintain confidentiality - strict confidentiality must be kept about personal information about tenants, potential tenants and employees, and any legal proceedings that the Board may be involved in

## Application Process for Board of Directors and Board Committees

1. Determine if you meet the eligibility criteria to become a Board member.
2. Complete the attached application form in full and submit it to:  
  
In person or by mail: *Attn: Nominations Committee*  
Bethania Personal Care Home  
1045 Concordia Ave  
Winnipeg, MB R2K 3S7  
  
By email: [general.inquiries@bethania.ca](mailto:general.inquiries@bethania.ca)
3. Completed applications must be received by Bethania no later than July 1<sup>st</sup> of each calendar year to be considered for an October 15<sup>th</sup> start
4. If you have any questions, call Bethania Personal Care Home at 204-667-0795  
Someone from the Nominations Committee will respond to your enquiry within 5 business days.
5. We will contact all applicants.
6. There may be an information session for applicants prior to the AGM.
7. The AGM is usually held mid October.