

Title: <b>Board Composition; Members at Large</b>	
Subject: <b>Terms of Reference Policy</b>	Date of Issue: <b>May 30, 2020</b>
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## **1 POLICY STATEMENT**

Members at large shall be recruited from within the member municipalities using an advertisement in all local newspapers, plus each member municipality website, plus the Meridian Housing Foundation website. The Meridian Housing Foundation Board of Directors shall use the skills contained within this TOR to assess the potential candidates, to perform interviews and to appoint the successful candidates. It is preferred, though not necessary, that appointees live within the municipalities that the Board represents. Appointments shall be subject to a Criminal Record check, and interviews shall be conducted by the Board or by a Committee approved by the Board.

## **2 ACCOUNTABILITY**

Members at large are accountable to the Board and may be replaced or removed by the Board, at the discretion of the Board.

## **3 VOTING AUTHORITY**

Members at large shall be full voting members of the Board.

## **4 KEY DUTIES, ROLES AND RESPONSIBILITIES**

- Ensure the organization efficiently operates and administers the housing accommodation under its authority as set out in the *Ministerial Order* and ensure the organization meets the obligations as a Housing Management Body under the *Alberta Housing Act*;
- Provide direction and engage the Executive Director, who is responsible to the Board, with respect to sustaining an effective organization in every respect;
- Review and approve Business Plans, Strategic Plans, Operating Budget, Annual Operating Plans, Capital Budgets, ED hiring and performance assessment;
- Develop, evaluate, update, and approve policies and programs consistent with the powers of the Board under the Act;
- Review Board materials, attend Board meetings, attend planning sessions, serve on Board committees, and honour the decisions of the Board.

## **5 TERM**

Unless otherwise determined by the Board, the following terms shall be used:

- 3-Year terms
  - Initially one member should be a 1-year term
  - Initially one member should be a 2-year term
  - Initially one member should be a 3-year term

Upon appointing any member at large, the Board may decide to appoint anyone for a 1, 2 or 3-year term at the discretion of the Board.

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## **6 TERM LIMIT**

No member at large may serve more than 6 consecutive years, unless determined otherwise at the discretion of the Board.

## **7 QUALIFICATIONS**

It is preferred, though not necessary, that appointees live within the municipalities that the Board represents and diversity of the municipalities represented is desirable.

The Board reserves the discretion to approve exceptions to these criteria at time of appointments.

Skills that are desirable for members at large are as follows:

- legal skills,
- financial skills,
- housing background,
- social work or social services,
- health care background
- engineering or construction background.

## **8 REMOVAL OF MEMBER AT LARGE**

A member at large may be removed from the Board utilizing normal voting procedures of the Board. A member potentially being removed is not eligible to vote in such instance.

## **9 PROCESS OF APPOINTMENTS**

- Advertisement for vacancies shall be posted on member websites.
- Advertisement for vacancies shall be posted in any available member area newspapers.
- Advertisement for vacancies shall be posted on the Meridian Housing Foundation website.
- Applicants are required to complete an application available on-line.
- Applicants shall be interviewed by the Board or a Committee of the Board.
- Applicants shall all be informed as to whether they have been selected or not.

Members at large shall be subject to a Criminal Record check and shall receive Board orientation upon appointment.

## **10 REMUNERATION**

Remuneration for serving as a member at large shall be the same as members who are elected officials for meetings, symposiums, and conventions.

Attendance at conventions or symposiums of members at large shall be approved on the same basis as that of elected officials.

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Mileage to and from Board meetings or Board-approved meetings for members at large shall be remunerated on the same basis as the rate for elected officials. This shall be the same for out-of-pocket costs for attending meetings, symposiums, workshops, or conventions.

## **11 TIME COMMITMENT**

Members at large shall be prepared to commit an amount of time in the 5 – 10 hours per month range.

## **12 ADDITIONAL CONSIDERATION**

While the future Wabamun membership remains uncertain, for the purposes of this TOR, whether Wabamun remains a member or not, this TOR could be honoured, one way or the other.

At the discretion of the Board, this TOR may be changed if or when the Wabamun municipality status is changed.

Approved and hereby signed:

*Board Chair Name (Printed)*

*Board Chair Signature*

*Date*

*Executive Director (Printed)*

*Executive Director Signature*

*Date*