



**4 WING**  
**MILITARY FAMILY RESOURCE CENTRE SOCIETY**  
**BOARD OF DIRECTORS**  
**RECRUITMENT PACKAGE 2019**

## INTRODUCTION TO THE MFRC BOARD OF DIRECTORS

The Board of Directors is responsible for the highest level of decision making and legal authority for the Military Family Resource Centre (MFRC). Being a Board member for an MFRC is a voluntary position; but to be a volunteer does not mean that the Board member is not accountable. Rather it means that the Board member believes in and supports the mission and vision of the MFRC and it means that you proudly want to be the “Strength Behind the Uniform”.

The Board of Directors is responsible in five key areas:

### VISION, PLANNING, AND EVALUATION

The Board establishes the MFRC’s mission, vision, values and direction. This includes planning for the future of the organization, developing goals that help move the MFRC toward its vision and monitoring how effectively the MFRC is achieving its strategic plan.

### FINANCIAL MANAGEMENT AND FUNDRAISING

The Board is responsible for ensuring that sufficient financial resources are available to pursue the organization’s mission and goals. The Board oversees fundraising, fund allocation, and ensures the funds are accounted for appropriately.

### HUMAN RESOURCES

The Board ensures the MFRC has sufficient human resources and is responsible for the conditions of employment. An MFRC Board hires, provides direction to and evaluates the performance of the Executive Director and delegates to that person, the authority for managing all other staff. The Board also ensures the capability, suitability and vitality of its own membership through Board recruitment and succession planning.

### COMMUNITY RELATIONS

The Board ensures effective community relations and responds to changing needs in the community. It develops marketing and communication strategies to promote awareness and is accountable to the community for the operations of the MFRC.

### ORGANIZATIONAL OPERATIONS AND SELF-GOVERNANCE

The Board ensures that the organization and its directors are in compliance with legal requirements and that it has effective risk management practices in place. It ensures a strong Board structure is in place, and that the Board works effectively by acting in accordance with its constitution and bylaws, and governance policy.

## ABOUT THE 4 WING MILITARY FAMILY RESOURCE CENTRE

4 WMFRCS is your family resource centre for everyone, including non-military families, living in the City of Cold Lake.

### OUR SERVICES

#### Health & Wellness

- Support Services & Counselling Services
- Family Liaison Officer
- Children with Special Needs
- Proactive Small Group Services for Youth

#### Deployments, Departures & Reunions

- Full-Service Drop-in Centre
- Activities & Special Events for Families
- Children’s Deployment Program
- Referral & Service Coordination

#### Children’s Programming

- Activities and Initiatives for Children
- Parent/Caregiver Education and Support
- Full-time and Casual Child Care
- Respite & Emergency Support Child Care
- Before & After School Care
- French Immersion Preschool
- Parent-Tot Playgroup

#### Volunteer & Community Leadership

- Recruitment & Screening
- Work Experience Training
- Student Volunteer Opportunities
- Workforce Volunteer Partnerships

#### Community Services

- Newcomer Services
- Military Family ID Cards & WEM Passes
- Community Centre Bookings
- Resource Library & Game Lending Library
- Francophone Activity Group

#### Youth Services

- Youth Drop-in Centre
- Youth Leadership Development
- Special Events & Adventure Trips
- Conferences & Workshops

#### Adult Programming

- Employment & Education Counselling
- Life Management Courses
- Second Language Training
- Personality Dimensions



[www.cafconnection.ca/Cold-Lake](http://www.cafconnection.ca/Cold-Lake)



[www.facebook.com/coldlake.mfrc](https://www.facebook.com/coldlake.mfrc)

# THE ROLE OF A DIRECTOR

The Board of Directors is the legal authority for the 4WMFRCS (4 Wing Military Family Resource Centre Society). As a member of the Board, a Director acts in a position of trust for the community and is responsible for the effective governance of the organization.

## REQUIREMENTS

Requirements of the Board membership include:

1. Commitment to the work of the organization.
2. Knowledge and skills in one or more areas of Board governance: policy, finance, programs, personnel, and advocacy.
3. Willingness to serve on committees.
4. Attendance at monthly Board meetings and of assigned committee meetings (5-8 hours per month).
5. Attendance at Annual General Meetings
6. Attendance at membership meetings.
7. Support of special events.
8. Support of, and participation in, fundraising events.
9. Financial support of the 4WMFRCS.
10. Be aware of and abstain from any conflict of interest.

## TERM

Directors are elected by the membership at the AGM. Directors serve for a two-year term. Directors may be released at the end of the elected term by resigning, or according to 4WMFRC/s bylaws.

## MAJOR DUTIES

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel, and advocacy.

The Director must:

1. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and senior staff.
2. Monitor all Board policies.
3. Review the bylaws and policy manual, and recommend bylaw changes to the membership.
4. Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
5. Participate in the development of 4WMFRC's organizational plan and annual review.
6. Approve 4WMRFC's budget.
7. Approve the hiring and release of the executive director, including the executive director's employment contract, based on the recommendation of the Personnel Committee.

## WHAT IS A GOVERNING BOARD?

A governing board is elected by the membership. The board is the body responsible for the organization's highest level of decision-making and legal authority. By law, the governing board is accountable for, and has authority over, the affairs of the organization.




## BOARD OF DIRECTORS APPLICATION FORM

Please complete the following application and submit it along with your resume and two references to the Military Family Resource Centre.

 **EMAIL**  
mfrboardcoldlake@gmail.com

 **VISIT**  
674 Kingsway Road  
CFB Cold Lake

 **MAIL**  
Military Family Resource Centre  
P.O. Box 5260 Stn Forces  
Cold Lake AB T9M 2C3

LAST NAME: \_\_\_\_\_ GIVEN NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/POSTAL CODE: \_\_\_\_\_

HOME PHONE: ( \_\_ ) \_\_\_\_\_ MOBILE: ( \_\_ ) \_\_\_\_\_ WORK: ( \_\_ ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

### RELATED WORK AND VOLUNTEER EXPERIENCE:

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### HOBBIES, SKILLS, INTERESTS, LANGUAGE(S) SPOKEN:

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### WHY ARE YOU INTERESTED IN A BOARD POSITION WITH THE MFRC?

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_