



CMHA Kelowna Board of Directors

Our Values

- Embracing the voice of people with lived experience.
- Promoting equity, diversity, and inclusion.
- Working collaboratively.
- Influencing the social determinants of health.
- Understanding the mental health needs of all age groups.
- Using evidence to inform our work.
- Being transparent and accountable.

What We Do

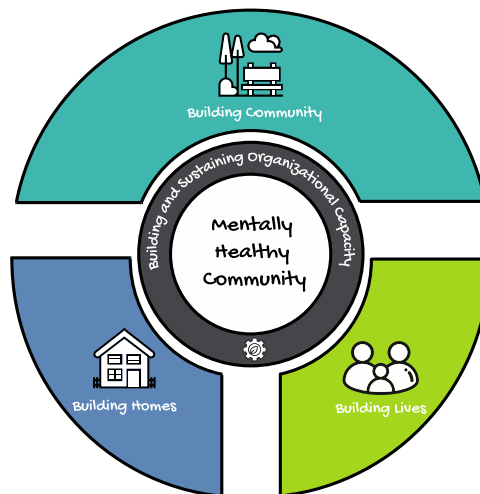
CMHA Kelowna is a multi-service organization with a broad mandate to increase awareness and understanding about mental well-being as well as focusing on providing quality programs and services to people of all ages who experience mental illness, addictions and the impacts of long-term poverty and marginalization.

We dream of doing things differently by maximizing the collective strengths in our community and finding smart and effective ways to reduce suffering.



Who We Are

The Canadian Mental Health Association Kelowna & District Branch (CMHA Kelowna) is part of a nation-wide charitable non-profit organization that has offices across the country, each sharing a common vision of **Mental Health for All**. No matter how old or how young, CMHA Kelowna provides supports for families and individuals through programs that promote positive mental health and support recovery, while championing the elimination of barriers that can prevent people from thriving.



Our strategic directions are to build homes, build lives and build community. The only way that we can achieve this is by ensuring we have a strong and sustainable organization and infrastructure to manage our growth and support a high performing team.

Governing the Association

Effective Governance means ensuring that the appropriate processes and structures are in place to direct and manage an organization's operations and activities, and to ensure that they function well. The ultimate goal of good governance is to ensure the effectiveness, credibility and viability of the organization.

Governing our organization is one of the most critical roles someone can play at CMHA Kelowna. For this reason, we recruit individuals with a variety of skill levels for every seat on the Board of Directors.

Accountability and Authority

As a non-profit organization, the Societies Act of British Columbia regulates CMHA Kelowna. As a branch, we operate under an agreement with CMHA BC Division, which outlines the bylaws under which the Board operates. We have established Governance Policies to provide the framework of accountability for the Board of Directors, which includes members, key stakeholders and the community of the Central Okanagan. In order to ensure CMHA Kelowna maintains the highest standards of service and quality, Finance, Fundraising, Human Resource, and Operations policies have also been established.

CMHA Kelowna is accredited through Imagine Canada as holding the highest standards in the non-profit sector for Governance, Financial Management, Fundraising, Volunteer and Human Resource management. We are proud of this designation and our Board and senior leadership monitor our performance regularly.

Board Terms

Section 3.2 of the By-Laws of CMHA Kelowna provides that each year, the members at the annual general meeting (AGM) normally elect a slate of candidates to the Board of Directors. From time to time, Board members may be recruited during the year in order to fill vacant positions.

Director's serve a two-year term and may stand for re-election to serve 4 terms for a total of 8 years. Board members who have served the full 4 terms may be re-elected after one year has passed since the completion of their last term.



Information for Potential Board Candidates

Before offering or agreeing to run for election to the Board, potential candidates are requested to consider the following:

1. The Board meets at least 10 times a year. Directors are expected to attend all meetings. The dates of the meetings are confirmed at the first meeting of the new Board. Meetings are generally two hours long.
2. Directors are expected to participate on Committees of the Board and Committees of the Executive Director. The current standing committees are Executive, Finance, Board Governance, and Board Recruitment. Various task forces and ad-hoc committees are also established to consider emerging issues for the Association.
3. Directors are elected for two-year terms unless filling the position of a Director unable to complete their term of office. Where appropriate, Board members may be brought on to the Board team during the course of the year outside of the regular AGM election process.
4. An expense policy has been established to govern the reimbursement of Directors for out-of-pocket expenses incurred while carrying out board activities; however, Directors are not remunerated for their participation as a Board member.
5. At the beginning of their term, Board members are provided with an orientation and access to a board manual to help them understand and perform successfully in their role. In addition, we support governance education and training opportunities in which you are expected to participate, whenever available and appropriate.
6. Board members are expected to complete a Criminal Record Check and complete confidentiality and conflict of interest forms annually.

Responsibilities and Duties

Board members are responsible for the effective governance of the organization consistent with its mission and objectives and adherence to its core values. Board members guide the strategic plan, business plan, and annual budget, and help make decisions that guide the organization and monitor its progress. The Board is collectively accountable for the organizations performance in respect to the mission and objectives of the organization and for the stewardship of financial resources.

The Board governs in cooperation with the Executive Director of the organization.

The responsibilities and expectations of Board Members are outlined in the Board's governance policies.

Some highlights of Director's responsibilities include:

- understanding the mission, goals and programs of the Association;
- attending monthly Board meetings;
- preparing for meetings by reading agendas, minutes, reports and other documentation required to actively participate;
- promoting the work of the Association and represent the organization positively and professionally in the community;
- providing the organization with assistance in the Board member's area of expertise or skill set;
- supporting and participating in special events and fundraising events;
- attending the Annual General Meeting;
- a personal financial commitment to the association at a level suitable to his/her personal financial ability; and
- participating in the recruitment and development of new Board members.

Equity, Diversity and Inclusion

CMHA Kelowna strives to create an environment that respects and values all individuals, minimizes bias, and promotes the equity, diversity, and inclusion of different perspectives and ideas. We know we will not always get it right, but we are committed to continuously working towards it and therefore, being a better organization because of it.

At CMHA Kelowna **equity** means the fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.

When we say **diversity**, we are including all the ways in which one individual or group can be different from another. At CMHA Kelowna that means diversity in mental health, race, ethnicity, and culture. It also means diverse abilities, age, religion, sexual orientation, socio-economic status, gender identities, education, marital status, language, and physical appearance. Imbedded within this is diversity of thoughts, ideas, perspectives, and values.



Inclusion at CMHA Kelowna is the act of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued in order to fully participate. An inclusive and welcoming climate embraces differences and offers respect in words and actions for all people.

It is with the lens of equity, diversity and inclusion that we form our Board of talented and dedicated Directors who bring with them a broad range of expertise, experience, skills, and backgrounds.

Qualifications

We are seeking board members with:

- a personal interest in and commitment to the CMHA mission statement and a willingness to promote CMHA Kelowna as a strong organization dedicated to sector communication, education and advocacy;
- knowledge of or interest in BC's mental health/addictions system;
- availability and willingness to fulfill Board member duties;
- ability to work in a team;
- a strong commitment to mental health, business management;
- policy experience and strong government relations capacity;
- strong network of contacts;
- an ability to think strategically on behalf of the non-profit sector broadly;
- an ability to analyze and process trends and develop forecasts for the sector;
- a background in current issues affecting the development and/or operation of non-profit housing in BC;
- experience on a CMHA Kelowna committee, workgroup or network would be an asset;
- operational or technical expertise relevant to non-profits in BC;
- strong reasoning skills;
- ethics and integrity.

The Board is also seeking a complementary balance of knowledge, skills and experience at a Governance Level including skills in the following areas of expertise:

- governance
- business management
- marketing and promotion
- fundraising and development
- finance and accounting
- legal and judicial
- government relations and politics
- education and teaching
- healthcare
- public relations and communications
- strategic planning
- human resources
- leadership
- economic and community development

Recruitment Process

Potential Board candidates are required to send in their resume/CV and references along with a completed Board Candidate Application Form to the Board Recruitment Committee. The form can be found on our website here: cmhakelowna.org/current-volunteer-positions. The Board Recruitment Committee interviews all eligible candidates to jointly assess whether the candidate has the experience and qualifications required.

In cases where more experience or different skills are needed, the Committee will work with candidates to identify how this could be obtained or developed. Only those candidates who have successfully completed the nominations process are presented to the membership for election at CMHA Kelowna's Annual General Meeting.

If you have any further questions about the CMHA Kelowna Board of Directors, contact the Executive Director or Nomination Committee at kelownaboard@cmha.bc.ca.