

## CANTERBURY FOUNDATION - BOARD OF DIRECTORS POSITION

### About Canterbury Foundation

Grounded in the Anglican tradition, Canterbury Foundation is a private not-for-profit charitable organization in Edmonton that operates three seniors living options on one site:

- Canterbury Manor: a 127-suite independent living seniors' apartment complex.
- Canterbury Court: a 145-bachelor and double suite supportive living facility.
- Canterbury Lane: a 20-bachelor suite secure and supportive setting for seniors with cognitive impairment.

The Canterbury Foundation is located in a quiet community surrounded by mature trees in the Laurier Heights area of west Edmonton. The Foundation has provided quality seniors accommodation and related supportive services for more than 40 years.

### Director Qualifications

Interested candidates **must** be a member of an Anglican Parish within the Diocese of Edmonton.

#### **Interested candidates should have:**

- An understanding of corporate governance and experience serving on governance boards.
- Senior level leadership experience in the corporate, public and/or non-profit sectors.
- Demonstrated capacity to understand and contribute to business processes, including financial and strategic planning.
- The ability to commit to monthly board meetings, committee meetings and board events, some of which may occur during business hours. The minimum monthly commitment to board related activities is approximately **6** hours.
- Knowledge of issues concerning and affecting seniors.
- The desire to work within a group of compassionate leaders in an open, honest and constructive manner for the benefit of our residents and stakeholders.

### Remuneration

Directors serve in a voluntary capacity.

### Conflict of Interest

Directors must avoid conflicts of interest – real or perceived and sign an Oath of Confidentiality and Conflict of Interest Disclosure forms on an annual basis.

### Term of Appointment

The maximum term for a Director is six (6) consecutive years: one term of two (2) years with eligibility for re-appointment, to a maximum of three (3) consecutive terms.

## **Time Commitment**

Regular Board Meetings are held the fourth Tuesday of each month, except December. The Foundation holds its Annual General Meeting at the beginning of May and a Foundation Appreciation Party is celebrated in late November or early December instead of the Regular Board Meeting.

There is a full day Board retreat per year, usually held on a Saturday.

Directors are expected to serve on at least one committee. Committees generally meet quarterly however, commitment varies depending on the work of the committee. Board Committees include: Finance, Audit, and Risk Management; Nominating; Quality; Governance and the ad hoc Project Development Committee. The committees are listed to give an overview of the type of work in which the Board engages.

There may be additional events that Directors are expected to attend on behalf of the Board. Directors are generally expected to contribute their time, experience and effort towards the governance and betterment of the organization and the realization of organizational plans, policies and objectives.

## **Board Composition**

The Board is comprised of twelve (12) Directors and two (2) Honorary Directors. The Honorary Director positions are ex-officio and held by the rectors of St. Timothy's Anglican Church and the Parish of Christ Church.

## **Process**

If you are interested in applying to become a member of the Canterbury Foundation Board of Directors please submit the following:

- A maximum two (2) page cover letter
- An up to date resume, to a maximum of three (3) pages, and
- The names and contact information for two (2) references, who may be contacted by the Nominating Committee.

**RETURN BY 5 PM MST ON February 15, 2019 TO:**

**Brian R Popp, Chair – Nominating Committee  
Canterbury Foundation  
8403 142 Street NW Edmonton, AB  
T5R 4L3  
Email: [brpopp@telusplanet.net](mailto:brpopp@telusplanet.net)**

**For additional information about the recruitment process, please contact Brian R Popp at (780) 288-3177**