



## Board of Trustee Position

The Stollery Children's Hospital Foundation is currently accepting applications for trustees for 2019 appointment.

The Stollery Children's Hospital Foundation Board of Trustees is comprised of dedicated volunteers who are recruited from the communities the Stollery Children's Hospital serves. Being a trustee on the Stollery Children's Hospital Foundation board is a rewarding and meaningful volunteer experience. As the dedicated fundraising body for the Stollery Children's Hospital, the trustees help represent the wishes of our 100,000 annual donors.

The role of the board of trustees is to assume the overall stewardship of the Foundation by adopting strategic governance practices, overseeing the Foundation's affairs and monitoring and assessing the performance and progress in meeting short- and long-term goals. The board of trustees is expected to champion the Foundation's cause and its goals in the community, and to support the Foundation in soliciting donations for the Stollery Children's Hospital. While the day-to-day operations are led by the Foundation's president & CEO, the board-CEO relationship is a partnership and the appropriate engagement of the board is both critical and expected.

For more information on the Foundation visit [www.stollerykids.com](http://www.stollerykids.com).

### Board structure

The board is comprised of 22 voting trustees plus ex-officio members. The board recruits two to three replacements each spring to replace retiring trustees in June.

### Time expectations

Trustees serve a three-year term with the option of one renewal term. Trustees attend quarterly board meetings. In addition, each trustee participates in a minimum of one committee. Each committee meets quarterly for 2.5 hours. All meetings are in Edmonton; however participation by phone and video conference is available. It's estimated that a trustee can spend between 150 and 300 hours a year volunteering on the board.

In addition to the board of trustee meeting schedule, all trustees are requested to participate in a minimum of two fundraising events per year, either as a volunteer or participant.

### Giving and fundraising expectations

The Foundation's mission is to raise funds, thank people and share the difference donations make for excellence at the Stollery Children's Hospital. As a result, all trustees are required to help raise funds for the Foundation. They can do this in a number of ways such as; attend events, introduce potential new donors, leverage connections and help thank donors. Trustees are encouraged to make annual gifts that reflect the Foundation's fundraising priorities.

### Responsibilities

In order to fulfill their role as a member of the board, trustees are responsible for the following:

#### General responsibilities

- Attend regularly scheduled board meetings
- Participate on at least one board committee
- Be prepared for board and committee meetings
- Understand the Foundation's goals, objectives and programs and how they are decided and implemented
- Know the Foundation's budgets, budget process and financial status

#### Strategic oversight responsibilities

- Establish and review clear Foundation vision, mission and values
- Understand the strategic environment and the opportunities and challenges that exist on the horizon; factor these elements into the strategic direction, policies and board calendar as appropriate
- Ensure clear direction is provided to the CEO so (s)he can implement the board's direction
- Recruit and orient new trustees and regularly assess board performance to effectively plan for board succession and continuity of operations



### **Fiduciary oversight responsibilities**

- Ensure that policies are clearly identified and understood, and that the board acts on them as a whole
- Understand the difference between management and board functions, management and board roles, and policy and implementation
- Ensure that effective organizational planning is completed by the CEO to implement board direction and take advantage of opportunities and mitigate risks that have been identified
- Maintain oversight of an integrated risk management framework that anticipates, manages and reports on (at minimum) financial, regulatory, legislative, reputational and donor risks
- Support the CEO and regularly assessing her/his performance
- Ensure legal and ethical integrity and maintaining accountability

### **Donor and volunteer stewardship**

- Actively and regularly participate in fundraising activities of the Foundation
- Contribute to the Foundation's stewardship plans and strategies by bringing forward innovation or improvement opportunities, potential donor contacts and other information about the strategic and fundraising environment
- Act as an ambassador of the Hospital and the Foundation at all times
- As a principle, trustees are also expected to be donors as a signal of personal commitment and support for the Foundation

### **Fundraising Responsibilities**

- Make a financial contribution to the Foundation
- Ensure that the Foundation has adequate financial resources to implement the board's direction
- Identify and qualify prospective donors
- Act as an ambassador for the Foundation and cultivate relationships with potential donors and the wider community
- Solicit contributions from contacts/serving as pathways to discussions
- Help to thank and steward donor relationships
- Oversee and actively support the Foundation's fundraising efforts
- Review historical and assess actual versus goal on an ongoing basis to ensure achieving fundraising goals are on target

### **Qualifications**

This is an extraordinary opportunity for an individual who is passionate about the Stollery Children's Hospital, pediatric care and the future of health care for children. Selected board members will have achieved leadership stature in business, community, government, philanthropy or the non-profit sector. Her/his accomplishments will allow her/him to attract other well-qualified, high-performing board members. Previous board leadership is an asset.

Diversity in the board is important and the Foundation seeks to balance the business acumen, geographical representation and diverse backgrounds to achieve the Foundation's vision and mission. Acumen is broken into areas related to expertise, knowledge of industry, areas of inclusiveness and diversity, and connectivity to the hospital and foundation, including past volunteerism.

Specific to the 2019 recruitment process, the Stollery Children's Hospital is seeking candidates that have experience in the following areas: human resources management, fundraising, government relations and IT acumen. Demographically, northern Alberta based candidates will be given a preference, but candidates from any of the communities where Hospital patients reside will be considered. As per the Regional Health Authorities Foundation Regulations that governs the Foundation, all trustees must have their primary residence in Alberta.

### **Applications**

For those interested in becoming a trustee, submit your letter of intent and résumé by March 1, 2019. Shortlisted candidates may be provided with a skills checklist to complete. This will help in identifying the skills the candidate brings to the board.



Applications can be submitted via e-mail to [trusteeinquiries@stollerykids.com](mailto:trusteeinquiries@stollerykids.com)

Or by mail to:

Chair, Governance & HR Committee  
Stollery Children's Hospital Foundation  
800 College Plaza  
8215 112 Street NW  
Edmonton, AB T6G 2C8

Applications are accepted throughout the year. Annual cut-off for applications is March 1. A response will be sent before June 30, 2019 during the annual recruitment and selection process.

Thank you in advance for your interest.