



*Christmas  
Bureau*  
of Edmonton

**Joy, it's yours to give**



## OUR STORY

Since 1940, the Christmas Bureau has been providing holiday meals (and joy) to Edmontonians in need. Rooted in community and compassion, our organization is connected to over 100 social service agencies, community partnerships, and 800+ volunteers to bring together three Christmas-giving programs: our Festive Food Hamper Program, the Adopt-A-Teen Program, and 630 CHED's Santas Anonymous Toy Program.

Operational all year long, our purpose is simple: *to give joy to others. It is greater than one meal. One act of kindness can impact someone for a lifetime.*





# BOARD OF DIRECTORS RECRUITMENT PACKAGE

## THE BOARD OF DIRECTORS

Our Board of Directors is a volunteer-based Governance Board comprised of professionals from varying industries including tech, government, corporate, post-secondary, and local entrepreneurs. The role of the Board is to:

- Develop the organization's mission, mandate, vision and strategic direction, and goals
- Complete yearly review of the strategic direction and goals
- Establish and monitor governing policies and practices
- Establish and monitor annual work plans and budgets providing a strong financial oversight
- Provide effective governance to ensure organizational sustainability and resilience
- Promote and support the Christmas Bureau mission, mandate and purpose

## THE ROLE

Successful candidates will be able to demonstrate the following:

- Supporting the Christmas Bureau's mission, mandate, values, and principles
- Attend Board/Committee meetings, orientation, planning, and evaluation sessions
- Actively promote and support the Christmas Bureau's events and activities
- Add 'value' to the Board's deliberations and decisions
- Diverse knowledge and cultural understanding of marginalized communities
- Time for all Board duties and related activities (3-4 hours per month)

Experience in any of the following areas would be an asset:

- Not-for-profit experience
- Financial/accounting background
- Cultural competence and knowledge of different cultural practices and world views
- Corporate development/funding initiatives

## THE PROMISE

- Directors are elected at the Annual General Meeting (AGM) in June 2023 for a term of (3) years with an option to renew for (2) additional three-year term.
- Directors attend monthly meetings, held on the first Thursday of the month from 12:00 pm to 1:30 pm. On average there are (9) board meetings throughout the year.
- Each Director will be a member of at least one committee.
- Additional commitments include at least 8 hours of volunteer work, attending an annual board planning retreat, training/information opportunities, and volunteering at events where possible.





## BOARD OF DIRECTORS RECRUITMENT PACKAGE

### WHAT'S IN IT FOR ME?

- Opportunity to give back to the community, including seniors, families, and youth
- Leadership and mentorship opportunities
- Experience working on a not-for-profit governance board
- Effective use of your expertise and experience
- Networking opportunities
- Fun events (and dedicated people)

### NEXT STEPS

Interested candidates are required to submit a resume highlighting your experience and a cover letter expressing interest. The Nominations Committee will accept applications for Board positions by April, 14 2023. Selected candidates will be invited to the Board of Directors meeting on June 1, 2023. Elected candidates will be voted on at the Annual General Meeting.

#### Your application package should include:

- Cover letter outlining your interest in serving on the Board of Directors and which board committees you would be interested in.
- Resume
- Two references

#### Please submit your application package via email to:

- Susan Sarrasin, Human Resource Committee Chair
- Email: [mail@christmasbureau.ca](mailto:mail@christmasbureau.ca)
- Subject line: CBE Board of Directors

For additional information about the Board of Directors recruitment, please contact Adam Zawadiuk, Executive Director at [adamz@christmasbureau.ca](mailto:adamz@christmasbureau.ca) or by phone at 780-414-7682. For more information about the Christmas Bureau of Edmonton, visit us at [christmasbureau.ca](http://christmasbureau.ca)

Christmas Bureau of Edmonton  
#1, 12122 68 Street  
Edmonton, AB T5B 1R1  
780-421-9627 (XMAS)  
[mail@christmasbureau.ca](mailto:mail@christmasbureau.ca)

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