



## **Winnifred Stewart Volunteer Director**

The Winnifred Stewart Association (WSA) is dedicated to connecting individuals and their communities. Through exploration, experience, and sharing stories, WSA helps to facilitate meaningful relationships that build natural supports in an individual's community. WSA supports individuals with disabilities in realizing their goals and desires, and helps to make resources available and accessible for these individuals to lead fulfilling lives.

Our excellent organization is supported by two (2) remarkable boards:

- The Winnifred Stewart Association Board (WSAB), which is committed to community service. Its directors bring an effective combination of diverse backgrounds, skills, knowledge, and experience to help ensure the successful governance of WSA.
- The Winnifred Stewart Foundation Board (WSFB), which plans and oversees all fundraising activities to support and enhance the sustainability of WSA's programs and services. Since 1972, the Winnifred Stewart Foundation has held annual and ongoing campaigns to raise funds for housing, equipment, program expansion, etc. Successful initiatives include the Joey Moss Memorial Golf Tournament, Empties to WINN, annual direct mail campaigns, various special events throughout the year, and joint collaborations with local community groups. As a result of these fundraising efforts, WSA has been able to expand its residential services, add new programs and services, empower more individuals, and inspire more dreams.

WSAB and WSFB are jointly recruiting for new directors.

### **Mutual Duties and Responsibilities**

Director duties and responsibilities include:

- Advocate and support the mission, purpose, core beliefs, and vision of WSA.
- Attend and actively participate in board meetings and review any material provided prior to board meetings.
- Understand and consider the interests of the membership and relevant stakeholders of WSA.
- Ensure that the board carries out its duties and responsibilities in the most effective manner.
- Act as a positive ambassador and advocate for WSA.
- Serve on a minimum of one standing committee and support WSA events.

## Attributes and Qualifications

The ideal candidate will possess and demonstrate the following attributes and qualifications:

### Winnifred Stewart Association Board

- A passion to work on behalf of individuals with disabilities to further their overall well-being and quality of life.
- A willingness to learn about Alberta Human Services' policies surrounding Persons with Developmental Disabilities (PDD).
- Professional expertise in one or more of the following areas: fundraising; human resources; government relations; community engagement; lobbying; property management and/or real estate; finance and/or accounting; technology/IT; and/or have an affiliation (e.g. family member) with an individual with disabilities.
- A high level of engagement in board meetings, committee meetings, WSA's annual general meeting (AGM), special meetings, related community events, and special events of the WSA.
- Previous board and/or other volunteer experience.

### Winnifred Stewart Foundation Board

- A passion to work on behalf of individuals with disabilities to further their overall well-being and quality of life.
- A commitment to regularly and actively engage in board meetings, committee meetings, related community events, and special events.
- Previous board, volunteer, business and/or membership in other associations/not for profits.
- A team player and mentor, with an understanding of effective decision-making processes who possesses good communication/consensus building skills and who has an ability and willingness to challenge and probe existing processes.
- Professional expertise in one or more of the following areas: fund development, fundraising, corporate governance, consumer marketing, financial oversight, general management and business operations, law/legal issues, public/community relations, strategic planning/development.

### Terms of Service

- Each director serves on the WSAB or WSFB for a term of one, two, or three years

### Timeline

- Applications (cover letter and resume) will be accepted until **February 28, 2022**.
- Candidates selected for interviews will be invited to attend a (likely virtual) meeting to be held in March.
- Select candidates will be invited to observe the last board meeting prior to the AGM.
- Select candidates will meet virtually with WSA's CEO and the relevant Board Chair/Vice Chair.

**For more information, please visit our website: [www.winnifredstewart.com](http://www.winnifredstewart.com)**

**Please submit a cover letter and resume to [jaclinc@wsaf.ca](mailto:jaclinc@wsaf.ca). When applying, please indicate which Board (WSAB or WSFB) that you are interested in serving on.**

WSA is committed to be an equitable, diverse, and inclusive organization. We welcome applications from all qualified persons including without limitation First Nations, Métis, and Inuit persons, members of other visible minority groups, persons with disabilities, persons of any sexual orientation or gender identity and expression, and any persons who may contribute to the further diversification of ideas and who support our vision and mission.