



March 3, 2023

Dear Robin Hood Association (RHA) Members:

Our Nominations Committee is currently accepting applications for appointment to the Board of the Robin Hood Association. This Board is responsible for setting policy for a program that supports over 700 children and adults with disabilities. The organization has approximately 600 staff and an operating budget of over 32 million dollars. Managing growth and finding ways to collaborate with community partners in providing supports and services are priorities for the Board.

If you are interested in being considered for Board membership or wish to nominate someone else to our Board, please contact Ann Marie LePan at 780-467-7140, Ext. 1225 or e-mail lepan@robinhoodassoc.com to request an ***Application for Appointment to the Board of Directors*** form. Applications should be emailed to Ann Marie or mailed to ***Nominations Committee, Robin Hood Association, 141 Broadway Boulevard, Sherwood Park, Alberta, T8H 2A4.***

The Nominations Committee will review all applications, conduct interviews and then present a slate of Officers and Directors for approval by the membership at the Annual General Meeting. All applications are to be received no later than **April 30, 2023**. Please note that Board members will be required to sign a ***Code of Ethics*** and submit a ***Criminal Record Check***. A brief outline of Board Member duties and responsibilities is included for your information.

If you would like additional information related to Board operations or have questions or comments, please contact Ann Marie LePan at 780-467-7140, ext. 1225.

The Robin Hood Association's Annual General Meeting will be on at 7:00 p.m. on Thursday June 22, 2023. Please mark this date on your calendar.

Sincerely,

ROBIN HOOD ASSOCIATION,

Jeff Taylor – RHA Board Vice President

Chair, Nominations Committee

**ROBIN HOOD ASSOCIATION FOR THE HANDICAPPED (RHA)
BOARD MEMBER DUTIES AND RESPONSIBILITIES as a POLICY BOARD**

TERM

Board members are elected by the membership at the Annual General Meeting. Board Members serve a three-year term.

GENERAL DUTIES

A Board Member is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, programs, personnel and advocacy.

The Board Member will:

1. Approve, where appropriate, policy and other recommendations from the Board, its committees and senior staff.
2. Monitor all Board policies.
3. Review the By-Laws and Policy manual and recommend By-Law changes to the membership.
4. Review the Board's structure, approve changes and prepare necessary By-Law amendments.
5. Participate in the development of the Robin Hood Association's Sustainability Plan and annual review.
6. Approve Robin Hood Association's budget.
7. Approve the hiring and release of the Chief Executive Officer (CEO), including the CEO employment contract.
8. Support and participate in evaluating the Chief Executive Officer.
9. Support and participate in fund-raising activities.
10. Assist in developing and maintaining positive relations among the Board, committees, staff members and community to enhance Robin Hood Association Purpose Statements.
11. Actively contribute/participate in at minimum one Board Standing and/or Ad Hoc Committees (ie. Audit; Executive; Advocacy; Policy Review; Membership Liaison; Fund Development; Nomination Committees)
12. Engages in governance development initiatives as may be identified, recommended, or approved by the Board.
13. Board members are approachable, professional and accountable.