



MISSION

Empowering people with information, family supports, and community connection

VISION

A thriving community of resilient individuals and families

OUR BELIEFS

WE BELIEVE ALL PEOPLE

- Have a right to...
 - Well being
 - Be safe
 - Be heard
 - Have hope
 - Be informed
- Have the capacity to change
- Need positive, healthy relationships

We believe in being a vital part of our local, regional, and provincial communities.

WE VALUE

HONESTY

Our work is guided by honesty, integrity, transparency, open communication and ethical conduct.

RESPECT

SPEC values all people as individuals who will be treated with dignity in an environment that is open-minded and non-judgmental.

EMPOWERMENT

We value encouraging the development of self-reliance and resiliency through support and advocacy.

EXCELLENCE IN OUR SERVICE DELIVERY

We value quality services delivered with integrity and best practice.

CONFIDENTIALITY

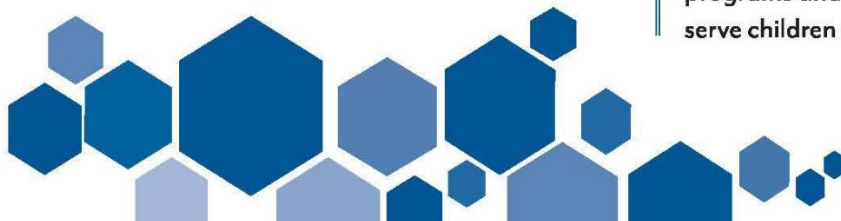
At SPEC, we promise to honor the trust of people we serve and respect their privacy in our services, within our professional code of ethics.

ACCESSIBILITY

SPEC strives to provide services with minimal barriers to participation.

COMMUNITY CONTRIBUTION AND INVOLVEMENT

We value building relationships with other agencies, programs and resources in the community to better serve children and families.



Strategic Goals for the SPEC Board

The Board of Directors will annually review and adjust the strategic goals of the organization. For each goal the Board will identify strategies and implications for the association.

1. SPEC provides a continuum of services for individuals and families in a positive and welcoming environment.
2. SPEC ensures program sustainability through a fund development philosophy that supports ongoing development of human resources and infrastructure.
3. Educational and play activities for children and their families engage and involve the community.
4. SPEC provides resiliency building programs for individuals and families.

Role of the Board

The Board of Directors is charged with the governance of the Association which refers to how they exercise their authority, control and direction over the organization.

The Board develops and uses policy to define how the organization will carry out its work. Policy-focused governance concentrates on creating, sustaining and fulfilling a vision. The Board also ensures that SPEC achieves its mandate and avoids unacceptable actions and situations.

The Board may:

1. Enter into contracts that the Association may lawfully enter into;
2. Review and approve the annual budget for the Association;
3. Authorize expenditures on behalf of the Association;
4. Borrow or raise funds to meet its objectives and operations in such manner as the Board sees fit in accordance with the Societies Act;
5. Appoint standing or ad hoc committees to assist the Board in its work;
6. Appoint/hire an Executive Director to manage the affairs of the Association under the general direction of the Board,
7. The board maintains a close distinction between board and staff roles. The board hires the Executive Director and the Executive Director is responsible to the board. The Executive Director is responsible for hiring and supervising all the other positions necessary for the operation of SPEC program delivery.
8. Exercise all other powers and do all other acts that the Association is authorized to do, and,
9. Review bylaws and recommend bylaw changes to the membership as needed.
10. The Board focuses on future rather than past or present, and is proactive. It also ensures the accountability of the Association by monitoring and reviewing the results achieved.

In this spirit, the Board will:

1. Cultivate a sense of group responsibility, initiate policy and seek the expertise of its members to enhance its ability to govern, and will allow no officer, individual, or committee of the board to hinder or be an excuse for not fulfilling its responsibilities.
2. Speak with one voice and each member will support the decisions of the Board.
3. Monitor and evaluate its performance that will include comparison of board activity and adherence to Board policies.
4. Develop and follow an annual board calendar that outlines the work of the Board, including the monitoring of all board policies and the re-examination of the vision, mission and goals.

The board believes that excellence in governance requires the commitment of resources.

1. Training will be used to orient new Directors and candidates for Directorships, as well as to maintain and increase existing Directors' skills and understanding of governance.
2. Outside monitoring assistance may be arranged so that the board can exercise confident control over organizational performance. This includes but is not limited to fiscal audits.
3. The Board will regularly seek the viewpoints of the members and other stakeholders
4. Costs may be incurred for the following:
 - a. Training, including attendance at conferences and workshops.
 - b. Fiscal audit and other third-party monitoring of organizational performance.
 - c. Surveys, focus groups, opinion analyses, and meeting costs.

Expectations for all Directors

All Directors must be Members of the Association in good standing (*\$10 annual membership fee*). Directors will support the Vision, Mission, Values & Beliefs of the Association and agree to abide by the Code of Conduct, Bylaws and Board Policies. Directors will also support the Association as annual financial donors (annual amount to be determined by each individual).

General expectations for all directors during their tenure:

- attend a majority of scheduled board meetings,
- review materials provided prior to meetings, and
- participate in Board committees and other activities as required.

Code of Conduct

Board members are expected to respect the rights and dignity of individuals as well as the principles of fair play and due process. They will conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Association. The Board works as a team to establish the policies and the strategic direction for SPEC. Each director of the Board will:

1. Recognize that time is at a premium and will therefore make his/her point in a well thought out and concise manner.
2. Prepare for board meetings by reading all materials circulated in advance. Materials will be circulated one week prior to the meeting where they will be discussed.
3. Take responsibility for ensuring the Board functions as a policy governing board and assist in monitoring the Board's process.
4. Ensure that all members of the Board are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight.
5. Work towards consensus but recognize that motions will be made; the question will be called and majority vote rules. Once a decision is made, all Board members will support the decision.
6. Attend board meetings. If unable to attend, the member must inform the chair and/or the Executive Director prior to the meeting. If a member misses 3 meetings during the year the board will review the members continued participation on the board.
7. Participate to the best of their ability in various community activities as a representative or a supporter of SPEC.
8. Adhere to the following:

- a. No director shall harass, threaten, or attempt through any means to control or instill fear in any community member, director, officer, employee or agent of the Association;
- b. No director shall promise anything not approved by the Board as a whole, to any subcontractor, supplier, or contractor during negotiations;
- c. No director shall knowingly misrepresent any facts to anyone involved in anything with the community which would benefit himself/herself in any way.

On an annual basis, each director will review and sign a document indicating their understanding and agreement in complying with this Code.

Conflict of Interest

Directors must act in the Association's best interests, and not their own. A conflict of interest may arise when a director has financial or other interests (either direct or indirect) in any transaction, contract, or agreement that SPEC considers or becomes involved in. It is the responsibility of the Board to decide if a conflict of interest exists.

Definition: A conflict of interest:

- refers to situations in which personal, occupational, financial or other considerations may affect, or appear to affect, a director's objectivity, judgment or ability to act in the best interests of the Association,
- may be real, potential or perceived in nature, and
- arises where a director has a private or personal interest such as a future commitment;

Confidentiality

Members of the board or committees of the board must maintain high standards of confidentiality regarding information obtained directly or indirectly through their involvement with SPEC. This includes information about clients, members, volunteers, board members, funders, donors, affiliated organizations, partners, employees, contractors, and job applicants. As well, financial information, negotiation strategies, or personnel matters discussed at Board and Committee meetings shall be kept confidential.

While board minutes are a matter of public record, the onus is on each Board member to use discretion when discussing the content of any Board meeting. Background discussion should only be shared amongst current members of the Board and the Executive Director.

Board members must also be aware of and avoid inadvertent disclosure of confidential information through casual or public discussion, which may be overheard or misinterpreted.

If you are interested in applying to the SPEC Board of Directors, please complete the following form and submit it to home@spec.ab.ca with a copy of your most recent resume/CV and Criminal Record Check (dated within 6 months).



Application to join the SPEC Board of Directors

A 3-year term commitment is requested to ensure board continuity

Name: _____

Address: _____

Phone Number: _____ Email: _____

Please explain why you're interested in serving on the SPEC Board of Directors and any background information relevant to this position.

What skills and strengths will you bring to this position?

Please list all previous experience on Boards, Committees and Commissions and/or volunteer position.

How long have you lived in Brooks? _____

Other comments and/or information you'd like to provide.

Please provide two references who support your application and can verify the information provided.

Name: _____ Phone Number: _____

Relationship: _____

Name: _____ Phone Number: _____

Relationship: _____

Signature

Date

Please submit completed form to home@spec.ab.ca with a copy of your most recent resume/CV and Criminal Record Check (dated with 6 months).

This information is being collected for the purpose of applying for a position on the Board of Directors at The SPEC Association for Children and Families. If you have any questions about the collection of this information, contact SPEC's Privacy Coordinator at 403-362-5056.