



# BOARD OF DIRECTORS INFORMATION PACKAGE

for 2024

## PURPOSE

The Kildonan and Maples Youth Activity Centers works with local members to direct, plan, consider and revitalize and renew community spaces and programs for youth and families.

## TABLE OF CONTENTS

BOARD RECRUITMENT INFORMATION 3

APPLICATION INFORMATION 6

PURPOSE 7

GUIDING PRINCIPLES 6

BOARD RESPONSIBILITIES 8

ELECTIONS (ARTICLE 11) 8

DUTIES OF THE EXECUTIVE AND THE BOARD (BY-LAW #1) 11

BOARD MEMBER PROFILE FORM 12

NOMINATION FORM (FOR THE POSITION OF AREA DIRECTOR) 12

## BOARD RECRUITMENT INFORMATION

The MYAC and KYAC Board of Directors is responsible for the overall guidance and vision for the association. It is vital to fill our board with people who want to make an impact on the community they live in. A strong board means a strong agency.

### **Who can be a board member?**

Participation on the board is open to anyone who is 18 years of age or older and lives, works, or volunteers in the Kildonan and Maples neighbourhood.

### **Time Commitment**

Board members commit to a two-year term, which will run from May 2024 to May 2026. All members of the board attend a monthly in-person dinner and board meeting, which usually takes place on the last Tuesday evening of the month from 5:30-8:30 p.m. Board members are expected to review documents in advance of the meeting. Board members also attend a monthly community committee meeting and participate in ad hoc committees as needed, which are scheduled according to board member availability.

### **Why join the KYAC and MYAC Board?**

Joining the board gives you the opportunity to get involved and contribute to change in your adjacent neighbourhoods. It offers a chance to learn how a nonprofit community organization works and a way to build a sense of belonging, not just for yourself, but for others where you live.

### **Board Members Incentives**

- Free beverages and meals at board meetings
- Free Transportation to and from meetings

## Which director positions are open?

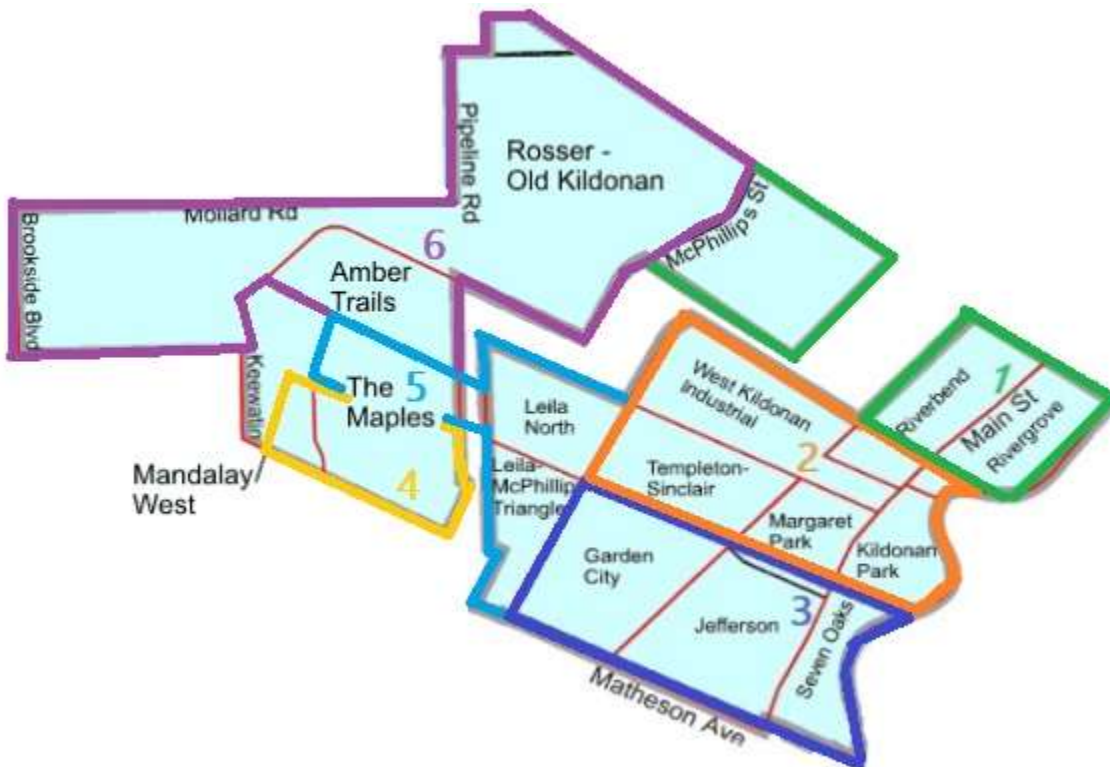
We are recruiting eight new board members to fill the following positions:

- Area 1 Director – Riverbend/West St Paul
- Area 2 Director- Margaret Park/Templeton-Sinclair
- Area 3 Director- Garden City& Seven Oaks/Jefferson
- Area 4 Director- Elwick
- Area 5 Director- Maples

Area 6 Director- Amber Trails

More detailed descriptions are available below.

## SELECTED BOUNDARIES OF AREA DIRECTORS



### **2. 1 – Boundaries for the Area 1 Director**

The Area 1 Director shall represent the following area of the KYAC neighborhood within the Riverbend /West St. Paul school catchment area. (Main street Southbound from Parkdale Rd to Murray Avenue, Westbound Murray to McPhillips).

### **2. 2 - Boundaries for the Area 2 Director**

The Area 2 Director shall represent the following area of the KYAC neighborhood within the Margaret Park/Templeton-Sinclair school catchment area. (Westbound Leila North to McPhillips. Northbound McPhillips to Murray Avenue).

### **2. 3 - Boundaries for the Area 3 Director**

The Area 3 Director shall represent the following area of the KYAC neighborhood within Garden City, Jefferson, and Seven Oaks catchment area. (Southbound Main Street from Leila North to Inkster Blvd, Westbound Inkster Blvd, to McPhillips Ave. McPhillips Ave to Leila North.

### **2. 4 - Boundaries for the Area 4 Director**

The Area 4 Director shall represent the following area of the MYAC neighborhood within the Elwick, OV. Jewitt catchment area. (Westbound Inkster Blvd to Mandalay Dr., Northbound Mandalay Dr to Adsum St, Eastbound on Adsum to Jefferson. Eastbound Jefferson to McPhillips St.)

### **2. 5 - Boundaries for the Area 5 Director**

The Area 5 Director shall represent the following area of the MYAC neighborhood within the Maples James Nisbet & Athur E Wright catchment area. (Northbound Mandalay Dr to Leila Avenue, eastbound Leila Avenue to McPhillips St. Southbound McPhillips St to Jefferson St. Westbound Jefferson Ave to Mandalay Dr.)

### **2. 7 - Boundaries for the Area 6 Director**

The Area 6 Director shall represent the following area of the MYAC neighborhood with the Amber Trails and Leila North catchment area. (From the Railway tracks Eastbound Mollard Rd to Pipeline Rd, southbound Pipeline Rd to Storie Rd, Eastbound Storie Rd to McPhillips Rd, Southbound McPhillips St to Leila Ave, Westbound Leila Ave to Amber stone Rd.)

## APPLICATION INFORMATION

Kildonan and Maples members interested in joining the Board of Directors should review this board application package and submit the required application documents (found at the end of this package) in advance of the Annual General Meeting.

1. All nominees must complete and submit the Board Member Profile form.
2. Nominees for Area Director must also show that they have the written support of at least ten (10) other members of their Area and submit a completed Nomination Form with names and contact information.
3. The Nominating Committee will review submitted applications and create a Slate of Nominees to be voted on by secret ballot at the Annual General Meeting.
4. All nominees must express their willingness to stand either by being present at the elections or by written consent. The AGM will be held on the evening of May 22<sup>nd</sup>, 2024

If you are not able to submit an application in advance, nominations can also be made from the floor at the Annual General Meeting. Written support for Area Director nominations is also required for nominations made from the floor at the AGM.

Deadline for application packages: May 8<sup>th</sup> 2024

*For more information and to submit your application package, please contact:*

Bryan Fedorowich, Executive Director/Program Coordinator

Kildonan and Maples Youth Activity Centre

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## PURPOSE

The purpose of the Kildonan Youth Activity and Maples Youth Activity Centre is to activate and engage the local community.

in building and rebuilding their neighbourhood in the primary areas of health, safety, community economic development, youth, housing and neighbourhood image.

## GUIDING PRINCIPLES

The Kildonan Youth Activity and Maples Youth Activity Centre shall be guided by and committed to the following

principles:

- People of the KYAC and MYAC board (board) will have opportunities that offer meaningful participation within the local board.
- The members of board will participate, take action, and have decisive control in their Association/neighbourhood and thereby will increase their participation in decision making at a municipal level.
- The process of the board embarks on will have an impact on the goals defined by the community (such as: health, safety, community economic development, youth, housing and neighbourhood
- The board will be accessible for feedback, input, direction, and participation to the neighbourhood and to the staff they may employ.
- The board will have respect for all people (whom live, work and volunteer here).
- The board will be representative of the neighbourhood.
- The board will receive and act on community needs and input, and advocate when and/or where necessary.
- In decision-making, the board will work towards consensus as defined by the membership or board.
- The board will develop connections amongst the people living, working or volunteering in the Kildonan and Maples Neighbourhoods, and as well to other organizations and resources.
- The board will continually work towards the sustainability and continual renewal in the development of KYAC and MYAC neighbourhoods.

## BOARD RESPONSIBILITIES

The KYAC and MYAC Board shall have the privilege to do all things necessary for the successful operation of the

Association, thus are empowered to:

10.1 In accordance to the principles, goals and objectives of KYAC and MYAC, administer the funds of the Association in such manner and for such purposes as decided by the Board are to the benefit, well-being, sustainability and advancement of the Neighbourhoods, including, when deemed necessary, capital projects, ownership, or management of properties within the KYAC and MYAC Neighbourhoods.

10.2 To commence action on the needs and valued input from the people of , use community input to determine action priorities of the Association and be the advocate for the same.

10.3 Suspend from the Association any member guilty of misconduct or any infraction of the rules and regulations of the KYAC and MYAC.

10.4 To ensure that the KYAC and MYAC is operated on a non-political and non-sectarian basis.

10.5 Notwithstanding any other provisions of the Constitution, appoint committees made up of KYAC and MYAC

members, which are either standing or adhoc, and prescribe each committee's mandate regarding duties, powers and duration thereof. The Board may also appoint the Committee Chairperson who shall report back to the Board on the activities of their committee. The Committee Chair shall be guided in her/his report by the consensus decisions of his/her committee members. All Committees shall be responsible and accountable to the Board of Directors.

10.6 Subject to ratification by the membership, the KYAC and MYAC Board shall make presentation rules of

conduct for the meaningful, respectful, inclusionary participation and engagement of local members.

10.7 To continually provide opportunities for the KYAC and MYAC, membership to develop skills and capacity for personal growth and fulfillment.

10.8 To provide direction, evaluate and oversee the activities of KYAC and MYAC staff.

10.9 Order of precedence for authority for acting on behalf of KYAC and MYAC will be President, Vice-President, Secretary, Treasurer.



## ELECTIONS

11.1 Election of the Board of Directors shall be held at the Annual General Meeting of KYAC and MYAC

11.2 The Chair of the Annual General Meeting shall appoint at least two scrutineers who will distribute the ballots, make an official count, announce the results at the meeting through the Chair, call for a motion to destroy and then destroy all ballots upon acceptance of the motion.

11.3 Any appointed directors, any directors completing their 2 year term, and any vacant positions will be

elected by the membership.

11.4 Up to four directors at large may be elected or appointed by the membership to fulfill requirements for specific representation or expertise the board may need from time to time. Directors at large will have

the right to vote.

11.5 At least two months before the Annual General Meeting, the Board will appoint a Nominating Committee, which shall consist of not less than three members and up to a maximum of six members.

11.6 At the AGM, the Nominating Committee will present a slate of area directors who have been chosen to represent the members as outlined in Article 11.4 and By- Laws #2 and 5.8. Nominees must have the support of at least ten members of their area in writing, with contact information, for nomination. Other candidates for Area Director showing written support of 10 area members can be nominated from the floor for election. All nominees must express their willingness to stand either by being present at the elections or by written consent. Elections for area directors will be completed by secret ballot vote of the membership.

11.7 At the AGM, the Nominating Committee will present a slate of nominees for directors at large. Other

candidates for directors at large can also be nominated by the membership from the floor. Elections for director at large positions will be completed by secret ballot vote of the membership.

11.8 The President, Vice President, Treasurer, and Secretary are elected from the newly elected board.

The nominating committee will present a slate of nominees from the newly elected Board of Directors for

each executive position. Further nominations for Executive positions can be made from the floor by the

membership. The President must have served on the board of directors for at least one year prior to being nominated for the position.

11.9 The elected Board of Directors shall take office at the close of the AGM.

11.10 All executive officers, as signing authorities of KYAC and MYAC, will be required to undergo a Criminal Record Check and Child Abuse Registry check. Check results will be reviewed by the board in camera.

Follow up to concerns raised by the checks will be at the discretion of the board.

## DUTIES OF THE EXECUTIVE AND THE BOARD

### **1.6 - Duties of all Board Members**

1. Will review documents & minutes prior to attending board meetings.
2. Will attend all board meetings, and communicate to the Executive Director in advance if you are unable to attend. If special accommodations are required to attend, communicate needs 48 hours in advance.
3. Share expertise and provide guidance in relevant areas.
4. Ensure that a board member is assigned to chair all standing committee meetings.
5. Upon appointment as chair/co-chair, recruit or enlist as many people as required to fulfill the function(s) of the standing committee.
6. Report to the Board about the plans and activities of their standing committee.

### **1.7 - Duties of Area Directors**

1. Will maintain contact, chair, consult, listen and meet as needed with community members from the area they represent.
2. Will present and speak to the Board, the concerns and desires of the people in
3. the area they represent.



**NOMINATION FORM**

**(FOR THE POSITION OF AREA DIRECTOR)**

Members of KYAC and MYAC seeking election to Area Director for the 2024 year must have support in writing of at

least 10 members of the area in which they are seeking their nomination.

We, the undersigned, hereby nominate \_\_\_\_\_ for the position of Director for Area \_\_\_\_\_ for the January 2022 Annual General Meeting and election of the Spence Neighbourhood Association’s Board of Directors.

Nominee’s Name: \_\_\_\_\_

Nominee’s Address: \_\_\_\_\_

Name (please print clearly) Address Phone Number or Email Address

- 1.
- 2.
- 3.