

Banff Housing Corporation Board Recruitment Profile



1.0 MANDATE

The BHC is an arm's length non-profit organization of the Town of Banff whose mission is to help the Town of Banff maintain a healthy and balanced community by offering housing opportunities to residents. The BHC's current focus is to manage properties within its portfolio and prepare for the expansion of the BHC's rental portfolio.

2.0 ELIGIBILITY

- 2.1 As per Banff Housing Corporation Bylaw 1-3, the Board:
 - consists of six (minimum) or seven (maximum) members;
 - includes one senior Town of Banff administrator and at least one Member of Council; and
 - includes four public members.
- 2.2 Preference may be given to having 1 or 2 homeowners or renters as public members.
- 2.3 Residents of Banff.
- 2.4 Residents 18 years of age or older.

3.0 INELIGIBILITY

- 3.1 Citizens active on other Town of Banff boards and committees.

4.0 DESIRED COMPETENCIES

- 4.1 Professional experience with leadership accomplishments. Experience in the areas of non-profit housing, real estate, property development, property management, building and development, staff accommodation/housing asset management/non-profit housing, accounting/finance will be considered particularly valuable.
- 4.2 Financial literacy and experience in business planning and the review of budgets.
- 4.3 A commitment to making Banff the best it can be for its citizens.
- 4.4 Understanding of global housing issues including affordable housing.

- 4.5 Previous board experience.
- 4.6 A strong public service orientation.
- 4.7 Integrity and high ethical standards.
- 4.8 Communication/interpersonal skills to facilitate discussion.
- 4.9 Effective listener.
- 4.10 Strong analytical skills.
- 4.11 Strategic and critical thinking skills.
- 4.12 Strong decision making skills.

5.0 TIME COMMITMENT

- 5.1 Board meetings are regularly scheduled for the 3rd Wednesday of the every month for approximately 2 hours.
- 5.2 Prepare for meetings by reading agendas, minutes reports and other documentation required to actively participate in them.
- 5.3 Special meetings may be called by the Chair of the Committee/Board
- 5.4 Representation at Council/Shareholder meetings as required.
- 5.5 Miscellaneous commitments as they arise.

6.0 TERM

- 6.1 Terms for a minimum of four public members shall be broken out as follows:
 - i) 2 – three year terms
 - ii) 2 – two year terms
- 6.2 A maximum of two back to back terms may be served.

7.0 TRAINING

- 7.1 The BHC will provide half day Board Orientation including a thorough overview of the organization and its programs.
- 7.2 Ongoing training will occur throughout the year.

8.0 GENERAL DUTIES

- 8.1 Understand and demonstrate a commitment to the board's mandate and programs.
- 8.2 Attend meetings regularly.
- 8.3 Contribute skills and knowledge by participating actively in meetings and committee work.
- 8.4 Make inquiries when clarification or more information is needed.
- 8.5 Understand and monitor the board's financial affairs.
- 8.6 Avoid any potential conflicts of interests.
- 8.7 Understand and maintain confidentiality.
- 8.8 Ensure the board is complying with all legal and regulatory requirements.

9.0 REMUNERATION

- 9.1 Voluntary role.