

## **HOSPICE PETERBOROUGH** **BECOMING A BOARD MEMBER**

### **Volunteers – the Heart of Hospice**

The support and commitment of volunteers is essential to Hospice Peterborough. We have more than 300 volunteers who are involved in many aspects of the Organization from direct client/family support, to group facilitation, reception, office administration and special events. The 14 members of our Board undertake a significant responsibility to govern the Organization and to be accountable for its performance.

Hospice Peterborough has a committee who ensures that the composition of the board meets the Organization's requirements. They recruit new members as needed and orient and support current members. The experience of serving on the Board should be rewarding and offer opportunities for personal growth and accomplishment.

We are looking for individuals with the following qualifications:

- Well-developed interpersonal and communication skills
- Organizational and leadership skills and an ability to work collaboratively in a team environment
- An interest and expertise in one or more of the following areas: legal, medical, governance, finance, stakeholder engagement, political acumen, public affairs and communications.

### **Expectations of Board Members**

Membership of the Board carries with it particular duties and expectations in order for us to achieve our goals. Your support and commitment is greatly appreciated and is vital to our success.

There are five primary roles for Board members:

#### **Governance**

- Govern Hospice Peterborough in accordance with the broad policies developed by the Board and principles of good governance
- Participate in strategic planning to establish overall long and short term goals, objectives and priorities for Hospice Peterborough
- Monitor performance and progress towards the Organization's short and long term goals
- Recommend, contribute to the development of policies and procedures and approve policies
- Carefully review monthly financial statements

#### **Advocacy**

- Be a passionate supporter of Hospice Peterborough and advocate for excellent hospice palliative care in our community
- Act as an ambassador in the community on behalf of Hospice Peterborough, explaining Hospice Peterborough's programs and services
- Cultivate contacts regularly, suggesting ways to interest and involve members of the community in supporting Hospice Peterborough ("friend raise")

#### **Fundraising & Awareness**

- Provide suggestions for individuals, groups and corporations to be approached for education and/or support, facilitating access where appropriate

- Participate in community awareness events to “tell the Hospice story”
- Participate in cultivation and solicitation calls to ask for support
- Participate in personal visits and/or events to thank donors and inform them of our progress
- Participate in fundraising in a way that is meaningful to you

### **Recruitment of volunteers**

- Assist in identification and recruitment of committee and Board volunteers

### **Board & Committee Involvement**

- Attend and actively participate in Board meetings
- Read and prepare for meetings in advance
- Participate actively in at least one committee:
  - Finance
  - Executive
  - Resource Development and Advancement
  - Community Relations
  - Quality of Care
  - Board Governance
  - Ad hoc committees as defined

### **Time Commitment**

We are cognizant that our Board members have many responsibilities and we commit to being efficient and effective in all meetings and requests of Board members’ time:

- Term length is 3 years, renewable for one additional term
- Board meetings are the 4<sup>th</sup> Thursday of the month, 6:00 – 8:00pm. Agenda and other board materials are emailed a week in advance to give you sufficient time to read and prepare for the meetings. There are no meetings in July and August
- Committee meetings are usually no longer than 1 ½ hours
- There may be work generated through committee involvement
- There are 3-4 events throughout the year where board attendance is necessary such as the annual meeting in June, major fundraising events and donor/volunteer receptions

To serve on the Hospice Peterborough Board of Directors is both an honour and a significant responsibility.

**We value your support and contribution of time, talent and treasure. Thank you for choosing to make a difference in the quality of hospice care for our community.**

If you wish to become involved with Hospice Peterborough, but are not sure that the Board is right for you, there are other opportunities including:

- joining a Committee as an external member
- becoming a volunteer in another capacity (client support, fundraising, education)

**If you would like to learn more about Hospice Peterborough, please contact Hajni Hos, Executive Director (705) 742-4042 or [hhos@hospicepeterborough.org](mailto:hhos@hospicepeterborough.org)**



*Supporting you through life-threatening illness and grief*