



WHAT IS A TRUSTEE?

Authority and Responsibility

- The Board of Trustees is the legal authority for the Vulcan County Health and Wellness Foundation.
- As a member of the Board, a trustee acts in a position of trust for the community and is responsible for the effective governance of the organization.

Benefits of becoming a Trustee

- Learn about the power of philanthropy.
- Believe in **your** ability to shape the health of your community.
- Set goals for the future of community wellness.
- Move the goals of the Foundation forward.

Eligibility

- You are eligible to be or remain a trustee on the Board of Trustees unless you are a Canadian Citizen and an ordinarily resident of Vulcan County.
- You must be at least 18 years of age with the power under law to contract.
- You must meet Canada Revenue Agency's and Alberta Health Service's requirements for being a trustee of a health foundation.
- You must submit the appropriate Criminal Record Check when making application to sit as a trustee on the VCH&WF.

Expectations of Trustees

Advocacy

- As a trustee, you are one of the Foundation's best advocates. You are the face of the Foundation and you are expected to use your efforts and abilities to promote the Foundation's core mission in an ethical manner.

Attendance

- As a trustee of the Foundation, it is your responsibility to attend all board meetings.
- The participation of all trustees is necessary to ensure the Foundation effectively carries out its assigned mandate.

Authority and Responsibility

- Trustees act as voting members of the Board with full authority and responsibility to develop policies, procedures, and regulations for the operation of the Foundation, and monitor the Foundation's financial health, programs, and overall performance.

Commitment to Personal Giving

- Serving on a foundation board requires having a sense of stewardship. Foundation board members may choose to make in-kind donations of their time or talents in lieu of or in addition to financial giving.
- All trustees are expected to make an annual donation of \$100 to the Foundation.

Committee Work

- Most of the board's work is completed in committees.
- All new trustees are expected to become a member of at least one advisory committee.

Compliance

- As a trustee, it is your responsibility to have a working knowledge of the Foundation's 2021 Policy and Procedure Manual.
- As a trustee, it is your responsibility to abide by the Foundation's Code of Conduct, Oath of Confidentiality, and Conflict of Interest policy

Fundraising

- Successful board engagement in raising funds begins with an understanding of the board's responsibilities to actively engage and to ensure that the organization has adequate resources to advance its mission.

Meeting Preparation

- Review the agenda in advance. You should make sure to understand all matters on the agenda heading into the meeting.

Orientation and Onboarding

- All new trustees are expected to follow the Foundation's Orientation and Onboarding Program.

Term

- The term of office for Trustees of the Board shall be determined upon the appointment of each Trustee and shall not exceed three (3) Years.
- Trustees completing their respective term shall be eligible for reappointment for one or more further terms

If you would like more information on Trusteeship or if you would like to become a Trustee, please contact the Foundation's Executive Administrator Gail Wark or visit our website <https://www.vchwfoundation.com/>.

Vulcan County Health & Wellness Foundation
610 Elizabeth Street (Vulcan Community Health Centre)
P.O. Box 28, Vulcan, AB T0L 2B0
403-485-4001 vchw.foundation@gmail.com