



BOARD OF DIRECTORS INFORMATION PACKAGE

for 2023

PURPOSE

The Spence Neighbourhood Association works with the people of Spence to revitalize and renew their community in the areas of Holistic Housing, Community Connecting, Community Economic Development, Environment and Open Spaces, and Youth & Families.

TABLE OF CONTENTS

BOARD RECRUITMENT INFORMATION	3
APPLICATION INFORMATION	5
PURPOSE (ARTICLE 3)	6
GUIDING PRINCIPLES (ARTICLE 2)	6
BOARD RESPONSIBILITIES (ARTICLE 10)	7
ELECTIONS (ARTICLE 11)	8
DUTIES OF THE EXECUTIVE AND THE BOARD (BY-LAW #1)	9
BOARD MEMBER PROFILE FORM	10
NOMINATION FORM (FOR THE POSITION OF AREA DIRECTOR)	11

BOARD RECRUITMENT INFORMATION

The Spence Neighbourhood Association's 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 Spence neighbourhood.

Time Commitment

Board members commit to a two-year term, which will run from January 2023 to January 2025. 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 SNA Board?

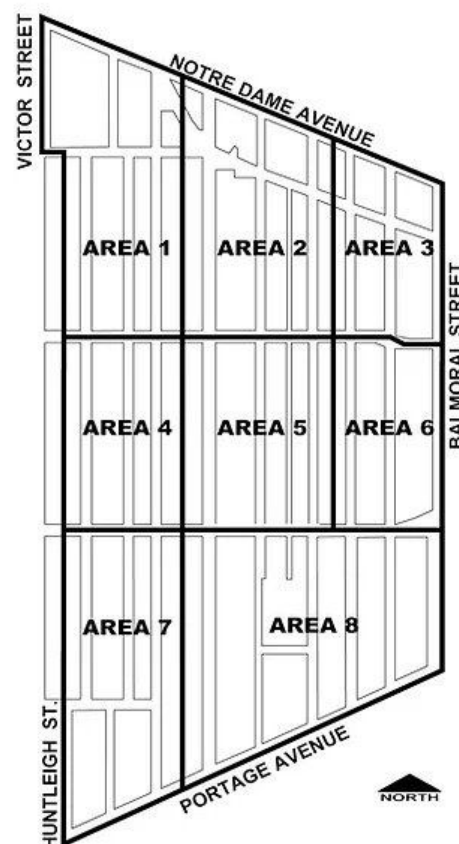
Joining the SNA board gives you the opportunity to get involved and contribute to change in your neighbourhood. It offers a chance to learn how a nonprofit community organization works and a way to build a sense of belonging, not just for yourself, but for others where you live.

Which director positions are open?

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

- Area 1 Director
- Area 2 Director
- Area 3 Director
- Area 4 Director
- Area 7 Director
- Director at Large (3 positions)

More detailed descriptions are available on the next two pages.



SELECTED BOUNDARIES OF AREA DIRECTORS

2. 1 – Boundaries for the Area 1 Director

The Area 1 Director shall represent the following area of the Spence Neighbourhood. Beginning and including the southeast corner of Victor Street and Notre Dame Avenue, traveling east on the south side of Notre Dame Avenue to include the southwest corner of Notre Dame Avenue at Maryland Street, crossing Maryland Avenue to include the southeast corner of Maryland at Cumberland Street, traveling east on the south side of Cumberland Avenue to include the southwest corner of Cumberland Avenue at the back lane between Maryland/Sherbrook Streets, traveling south along the west side of the Maryland/Sherbrook back lane to cut between the properties of 601 and 609 Sargent Avenue to Sargent Avenue, including 609 Sargent Avenue, turning and traveling west on the north side of Sargent Avenue to include the northeast corner of Sargent Avenue at the back lane between Victor and Agnes Streets, traveling north on the east side of the Victor/Agnes back lane to cross to the north side of Wellington Avenue and turn west to include the northeast corner of Wellington Avenue at Victor Street, traveling north on the east side of Victor Street to the southeast corner of Victor Street at Notre Dame Avenue.

2. 2 - Boundaries for the Area 2 Director

The Area 2 Director shall represent the following area of the Spence Neighbourhood. Beginning and including the southeast corner of Cumberland Avenue at Notre Dame Avenue, traveling east on the south side of Notre Dame Avenue to include the property at 670 Notre Dame Avenue, cutting south between the properties of 670 and 668 Notre Dame Avenue to the back lane between Langside and Young Streets, traveling south on the west side of the Langside/Young back lane to include the northwest corner of the Langside/Young back lane at Sargent Avenue, traveling west on the north side of Sargent Avenue to include the property at 601 Sargent Avenue, cutting north between the properties of 609 and 601 Sargent Avenue to the back lane between Sherbrook and Maryland Streets, traveling north on the east side of the Sherbrook/Maryland back lane to include the southeast corner of the Sherbrook/Maryland back lane at Cumberland Avenue, crossing Cumberland Avenue to the southeast corner of Cumberland Avenue at Notre Dame Avenue.

2. 3 - Boundaries for the Area 3 Director

The Area 3 Director shall represent the following area of the Spence Neighbourhood. Beginning and including the property at 668 Notre Dame Avenue, traveling east on the south side of Notre Dame Avenue to include the southwest corner of Notre Dame Avenue at Balmoral Street, traveling south on the west side of Balmoral Street to include the northwest corner of Balmoral Street at Sargent Avenue, traveling west on the north side of Sargent Avenue to include the northeast corner of Sargent Avenue at the back lane between Young and Langside Streets, traveling north on the east side of the Young/Langside back lane to cut between the properties of 668 and 670 Notre Dame Avenue to Notre Dame Avenue.

2. 4 - Boundaries for the Area 4 Director

The Area 4 Director shall represent the following area of the Spence Neighbourhood. Beginning and including the southeast corner of the Agnes/Victor back lane at Sargent Avenue, traveling east on the south side of Sargent Avenue to include the southwest corner of Sargent Avenue at Maryland Street, traveling south on the west side of Maryland Street then crossing Maryland to include the southeast corner of Maryland Avenue at the back lane between Maryland and Sherbrook Streets, traveling east on

the south side of the Maryland/Sherbrook back lane to include the southwest corner of the Maryland/Sherbrook back lane "T", turning to travel south on the west side of the Maryland/Sherbrook back lane to include the northwest corner of the Maryland/Sherbrook back lane at Ellice Avenue, traveling west on the north side of Ellice Avenue to include the northeast corner of Ellice Avenue at the back lane between Agnes and Victor Streets, traveling north on the east side of the Agnes/Victor back lane to the southeast corner of the Victor/Agnes back lane at Sargent Avenue.

2. 7 - Boundaries for the Area 7 Director

The Area 7 Director shall represent the following area of the Spence Neighbourhood. Beginning and including the southeast corner of the Victor/Agnes back lane at Ellice Avenue, traveling east on the south side of Ellice Avenue to include the southwest corner of Ellice Avenue at the back lane between Maryland and Sherbrook Streets, traveling south on the west side of the Maryland/Sherbrook back lane to the northwest corner at the Sherbrook/Maryland back lane "T", continuing to cross at the Sherbrook/Maryland back lane "T" to the north side of 320 Sherbrook Avenue, turning to east on the north side of the Sherbrook/Maryland back lane to include the corner of Sherbrook/Maryland back lane at Sherbrook Street, traveling south on west side of Sherbrook Street to include the northwest corner of Sherbrook Street at Portage Avenue, traveling west on the north side of Portage Avenue to include the northwest corner of Portage Avenue at the back lane between Huntleigh and Victor Streets, traveling north on the west side of the Huntleigh/Victor back lane to include the southwest corner of Huntleigh/Victor back lane at St. Matthews Avenue, traveling west on the south side of St. Matthews Avenue stopping at the back lane between Victor and Agnes Streets and crossing St. Matthews Avenue to include the northeast corner of St. Matthews Avenue at the back lane between Victor and Agnes Streets, traveling north on the east side of the Victor/Agnes back lane to the southeast corner of the Victor/Agnes back lane at Ellice Avenue.

APPLICATION INFORMATION

SNA 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 Tuesday, January 17, 2022.

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: Tuesday, January 16, 2022

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

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PURPOSE (ARTICLE 3)

The purpose of the Spence Neighbourhood Association is to activate and engage the people of Spence in building and rebuilding their neighbourhood in the primary areas of health, safety, community economic development, youth, housing and neighbourhood image.

GUIDING PRINCIPLES (ARTICLE 2)

The Spence Neighbourhood Association (S.N.A.) shall be guided by and committed to the following principles:

- People of the Spence Neighbourhood Association (S.N.A.) will have opportunities that offer meaningful participation within the S.N.A.
- The members of S.N.A. 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 S.N.A. embarks on will have an impact on the goals defined by the community (such as: health, safety, community economic development, youth, housing and neighbourhood image).
- The board will promote and foster community economic development (c.e.d.)
- The S.N.A. Board will be accessible for feedback, input, direction, and participation to the neighbourhood and to the staff they may employ.
- The S.N.A. 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 S.N.A. will work towards consensus as defined by the membership or board.
- The S.N.A. will develop connections amongst the people living, working or volunteering in the Spence Neighbourhood, and as well to other organizations and resources.
- The S.N.A. will continually work towards the sustainability and continual renewal in the development of the Spence neighbourhood.

BOARD RESPONSIBILITIES (ARTICLE 10)

The S.N.A. 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 Spence Neighbourhood Association, 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 Neighbourhood, including, when deemed necessary, capital projects, ownership or management of properties within the Spence Neighbourhood.

10.2 To commence action on the needs and valued input from the people of Spence, 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 S.N.A.

10.4 To ensure that the S.N.A. is operated on a non-political and non-sectarian basis.

10.5 Notwithstanding any other provisions of the Constitution, appoint committees made up of S.N.A. 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 S.N.A. Board shall make presentation rules of conduct for the meaningful, respectful, inclusionary participation and engagement of Spence members.

10.7 To continually provide opportunities for the S.N.A. membership to develop skills and capacity for personal growth and fulfillment.

10.8 To provide direction, evaluate and oversee the activities of the S.N.A. staff.

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

ELECTIONS (ARTICLE 11)

11.1 Election of the Board of Directors shall be held at the Annual General Meeting of the S.N.A.

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. Elections for executive positions will be completed by secret ballot vote of the membership..

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 the S.N.A., 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 (BY-LAW #1)

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.

BOARD MEMBER PROFILE FORM



Contact Information

Name: _____

Address: _____ Postal Code: _____

Phone Number: _____ (Home) _____ (Cell)

E-mail: _____

If you are not a Spence resident, where do you work or volunteer in Spence neighbourhood?

Group/Organization: _____

Address: _____ Postal Code: _____

Contact person: _____ Phone Number: _____

Email: _____

Nominee Bio (for the AGM package)

Please introduce yourself, your connection to the Spence neighbourhood, and any knowledge, skills, or interests you hope to contribute as a member of the board.

NOMINATION FORM

(FOR THE POSITION OF AREA DIRECTOR)



Members of SNA seeking election to Area Director for the 2022 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			
4			
5			
6			
7			
8			
9			
10			