



Recruitment Package

Phone: 902-678-1964
www.ourhouserecovery.org



Job Description/Board Member

Expectations of the Board as a Whole

The mission of Ourhouse is to restore hope through the love of God and bring freedom to women with addictions by renewing their lives through spiritual, physical and mental transformation.

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Determining the mission and purpose of the organization
- Selecting and evaluating the performance of the Executive Director
- Strategic and organizational planning
- Ensuring strong fiduciary oversight and financial management
- Fundraising and resource development
- Approving and monitoring Ourhouse programs and services
- Enhancing Ourhouse public image
- Assessing its own performance as the governing body of Ourhouse

Expectations of Individual Board Members

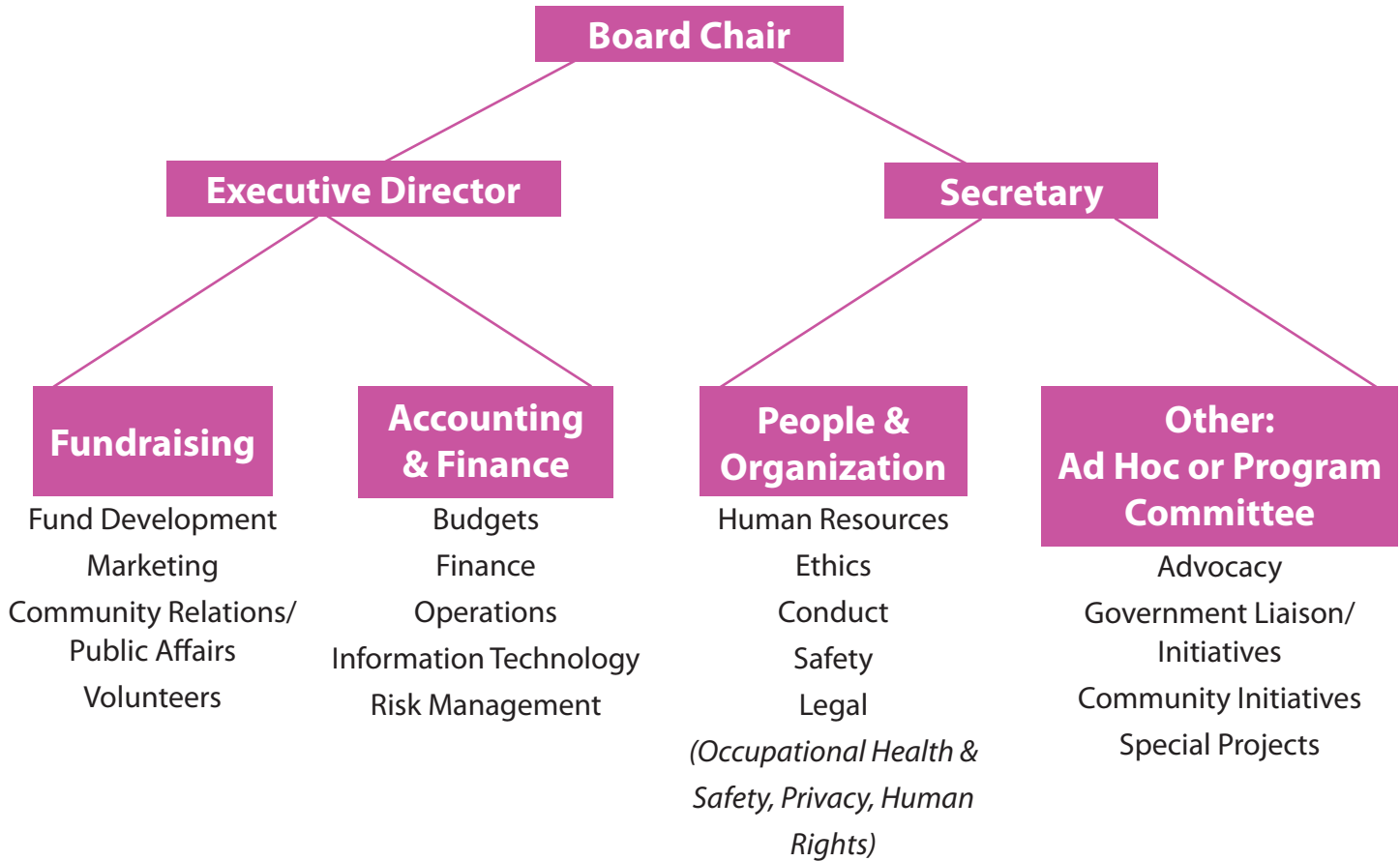
Each individual board member is expected to:

- Know the organizations mission, policies, programs and needs
- Faithfully read and understand the organization's financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for Ourhouse to advance its mission
- Leverage connections, networks, and resources to develop collective action to fully achieve Ourhouse mission
- Give a meaningful personal financial donation
- Help identify personal connections that can benefit the organization's fundraising and standing reputation, and can influence public policy
- Prepare for, attend, and conscientiously participate in board meetings
- Participate fully in one or more committees

Board Members are also Expected to:

- Follow the organization's bylaws, policies, and board resolutions
- Sign an annual Code of Conduct, and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- Maintain confidentiality about all internal matters of Ourhouse
- Sign, annually, the Fundamental Principles of Ourhouse

Board Organization Chart





Fundamental Principles of Ourhouse and its Board Members

- Ourhouse will operate by the principle of theocracy and its board members will recognize Jesus Christ as their ultimate authority and His laws are taken as the laws of Ourhouse.
- The board members of Ourhouse must profess to be Christian and believe that Jesus Christ is their Saviour as outlined in the Apostles Creed.
- Ourhouse will operate on the principle of sowing and reaping. Therefore 10% of the income received by Ourhouse through fundraising, donations and tithing will be used to provide support to women in need of professional help to improve their mental health and/or treatment for addiction as well as other charitable organizations voted on and agreed upon by its board members.
- The purpose of Ourhouse is: a) the salvation and restoration of its clients; b) to have a positive effect on our community. Ourhouse will implement outreach programs that will provide opportunity for the community to get involved with Ourhouse and also help meet the needs of the less fortunate in our community. This interaction of clients and community will mirror the principles of Christ's teachings.

I acknowledge that I have received and read the Fundamental Principles of Ourhouse and its Board Members. I understand these principles contained herein and further agree to comply with these principles. I understand that if I have any questions or concerns at any time regarding these principles I will consult with the Board Chair.

Name _____ Signature _____

Date _____

Board Members:

- 7 – 11 Board Members
- 3 year term, may serve two consecutive terms
- Minimum 8 meetings per year, monthly
- Act as the legal caretakers of the society in cooperation with the Executive Director
- Each member shall participate on at least one Board Committee
- Nominate and recruit for Board Members
- Actively engage in fundraising and advocacy
- A quorum shall consist of 5 Board Members
- Adhere to the Code of Conduct

Officers:

- Are elected by the members (Chair, Vice President, Treasurer, Secretary)
- Chair serves and is accountable to Board Members
- Vice President shall perform the duties of the Chair during their absence or upon request
- Treasurer shall provide monthly financial updates and sit on the Finance Committee
- Secretary shall coordinate agendas, meetings, and record and distribute minutes

Finance:

- Fiscal year end is December 31
- Annual Financial Statements shall be produced, distributed and reviewed
- Funds shall only be borrowed to meet short term cash flow needs and upon special resolution of the Board
- All positions with the exception of the Executive Director are volunteer positions
- No Board Member shall directly benefit financially from Society funds
- Shall be compliant with all requisite legislation and accepted accounting practices

Code of Conduct - 2018

For all Board Members, Employees and Volunteers of Ourhouse

1. Purpose

In order to assist Ourhouse in maintaining a harmonious and ethical work environment, which honours God and serves the community this Code of Conduct (the “Code”) has been adopted to set out the Basic Principles and Rules that all staff must follow in the performance of their work, whether they are board members, employees or volunteers.

2. Basic Principles

All board members, employees and volunteers of Ourhouse are expected to behave in ways that are aligned with the organization’s mission and values.

Mission Statement:

Ourhouse exists to restore hope through the love of God and bring freedom to women with addictions by renewing their lives through spiritual, physical and mental transformation.

Operational Values:

Compassion: *We reach out to others and care for them.*

Respect: *We promote the dignity of all persons.*

Excellence: *We strive to be the best at what we do and a model for others to emulate.*

Integrity: *We are honest trustworthy and accountable.*

Relevance: *We are committed to the pursuit of innovation and effectiveness.*

Cooperation: *We encourage and foster teamwork and partnerships.*

Celebration: *We give thanks by marking milestones and successes.*

3. Rules of Conduct (“Rules”)

In all dealings at or on behalf of Ourhouse, board members, employees and volunteers must:

1. Conduct themselves at all times with honesty, integrity and transparency;
2. Perform their defined duties to the best of their ability;
3. Treat others, including other board members, employees, volunteers, funders and clients with respect, dignity, fairness and courtesy;
4. Never act in a discriminatory, harassing or violent way towards others;
5. Never use their position in order to gain an advantage over or exploit the vulnerability of others;
6. Avoid putting themselves or Ourhouse in a real or perceived conflict of interest;
7. Follow all applicable laws;
8. Comply with all applicable Ourhouse policies and procedures;
9. Collect, use and disclose confidential information only in accordance with Ourhouse policy and applicable privacy law;
10. Conduct all business activities in a responsible manner, consistent with ethical obligations of stewardship and in accordance with all applicable laws, policies and procedures;
11. Always strive for the highest health, safety and environmental standards in all facilities and work areas;
12. Keep all records, documents and communications accurate, truthful, and up-to-date;
13. Use information technology, including internet and email, in a professional and appropriate manner, in accordance with Ourhouse policy;
14. Never destroy or take for personal use any items belonging to or safeguarded by Ourhouse without prior written approval;
15. Never participate in or assist others to participate in any illegal and/or criminal activities.

4. Alcohol and Drug Abuse

The Goal of this Policy is:

- To ensure that board members, staff, and volunteers are able to work productively and safely, without the interference of drug or alcohol abuse;
- To ensure that alcohol or drug abuse by board members, staff, or volunteers does not interfere with the recovery or safety of our clients;
- To permit board members, staff, and volunteers to use necessary medication as prescribed; and
- To avoid discrimination against anyone who needs medication, or who is living with addiction.

No board member, employee, or volunteer may use, distribute, or be under the influence of alcohol or non-medicinal drugs while in the workplace or at the facility. No board member, employee, or volunteer may misuse medicinal drugs, or be under their influence having misused them, while in the workplace or at the facility. The appropriate use of medicinal drugs is acceptable.

Ourhouse recognizes the difficulty that substance dependency can cause in a person's life, and is committed to providing support and assistance in dealing with such dependency. Anyone with such a dependency is encouraged to seek treatment. Ourhouse will consider a person's dependency when making a decision about disciplinary action following a breach of this section of the Code of Conduct. However, regardless of dependency, anyone who is found to be violating this section of the Code of Conduct will be sent home immediately, for the safety and wellbeing of Ourhouse's staff, volunteers and clients.

5. Violation of the Code

Any violation of this Code is viewed as a serious matter regardless of whether or not the actions in question were taken for the sake of convenience, or whether or not there is any actual loss or benefit to Ourhouse and/or others.

A board member, employee or volunteer who becomes aware of a violation of this Code should report it immediately to the Executive Director's office at the Waterville facility at 902-678-1964. The Executive Director will ensure the Board Chair and one other presiding Board Member (should the Executive Director or Board Chair be part of the concern) is advised of all complaints received and will discuss further actions required. No board member, employee or volunteer will be disciplined for reporting in good faith any known or suspected violation of the Code. Any board member, employee or volunteer who attempts to retaliate against another board member, employee or volunteer for reporting in good faith any violation will be subject to disciplinary action up to and including termination for cause.

All board members, employees, and volunteers are expected to cooperate fully in any investigation of a suspected breach of the Code.

Depending on the findings of the investigation disciplinary action may be taken up to and including termination for cause. Violations may also result in civil and/or criminal proceedings being initiated.



Code of Conduct Receipt and Acknowledgement Form

I acknowledge that I have received and read Ourhouse Code of Conduct.

I understand the standards and policies contained in the said Code.

I further agree to comply with the said Code.

I understand that if I have any questions or concerns at any time regarding the Code of Conduct I will consult with my supervisor.

Name: _____
(Board Member/Employee/Volunteer)

Signature: _____

Date: _____



Board Application Form

Personal Information:

Name _____ Phone _____ Email _____

Full Address _____ Occupation _____

How did you first become aware of Ourhouse?

Briefly state what makes you interested in working with Ourhouse as a Board Member:

Why do you feel you are called to this ministry?

Describe both current and past positions held, or services performed, for other non-profit organizations or ministries:

What gifts, talents, experience or characteristics would you bring to this ministry?

To the extent of your current knowledge of Ourhouse, what is your vision for the ministry?

Please provide a list of references for our records. In this list include the name, address, relationship of two people whom we may contact for references for becoming a Board Member with Ourhouse.

1) Name _____ Phone (H) _____ (W) _____

Full Address _____ Relationship _____

2) Name _____ Phone (H) _____ (W) _____

Full Address _____ Relationship _____

Yes, I am willing to make an annual gift to Ourhouse in demonstration of my commitment to the stewardship of the ministry. I hereby certify that all information contained and provided herein to be true and accurate, to the best of my knowledge.

Name _____ Signature _____ Date _____

For Board Use

Nominee has had a personal meeting with chief executive, board chair, or other board member. Date _____

Nominee reviewed by the committee. Date _____ Nominee attended a board meeting. Date _____

Nominee interviewed by the board. Date _____

Action taken by the board: