



Position Description – Volunteer Board Director for Mills Community Support

Overview

Mills Community Support is a multi-service organization and a registered charity dedicated to creating welcoming communities in Lanark County by providing caring and compassionate, person-centred programs and services, building community capacity, and providing affordable housing. We are currently seeking passionate, motivated and dedicated volunteer Board Directors with a range of skills and/or experience especially in the area(s) of stewardship, community development, etc.

Our Volunteer Board Directors:

- Are strongly committed to Mills Community Support’s vision, mission, and values, and actively act as ambassadors for us
- Are knowledgeable about Mills Community Support and its programs in the areas of seniors’ services, adults with complex needs, housing and community development.
- Sensitive to the social, political and cultural factors affecting the organization
- Knowledgeable about Board governance including Board policy, finance, programs, human resources, fundraising and community relations.
- Contribute to defining the organization’s strategic directions and approving its strategic plan
- Prepare for, attend and participate in all Board meetings.
- Are willing to take on committee responsibilities when required. Current committees include Governance, Stewardship and Resource Development.
- Have strong personal and professional integrity and broad experience in three interdependent domains: fiduciary, strategic and generative. The Board provides strategic leadership by determining the mission, vision and values, working with the CEO and management and ensuring that Mills Community Support’s outcomes are current and aligned with the strategic directions.
 - **Fiduciary/Stewardship** – to safeguard the assets of the corporation and account for those assets and the organization’s impact on the community to its stakeholders; to ensure compliance with legal duties.
 - **Strategic** – to work in partnership with management in establishing the Mills Community Support vision, goals and directions; to determine priorities for community service; to monitor impact of programs and services; to provide direction/set limitations for management.
 - **Generative** – to articulate the values and mission which will shape the organization’s identity and activities; to create and sustain positive working relationships with other organizations; to engage the organization with the communities it works in so that Mills Community Support is a creative contributor to community development.



The following are key responsibilities of the Board in leading and governing Mills Community Support:

1. Strategic Leadership

- Determine Mills Community Support’s mission, vision and values (i.e., its vision framework)
- Use the vision framework to shape Mills Community Support’s identity, directions, and behaviour
- Work with the CEO and management to review (at least annually) the vision framework and adapt it as necessary to ensure appropriateness
- Ensure Mills Community Support’s strategic plan is reviewed regularly (at least annually) and that it evolves in response to feedback, evaluation and changing environmental circumstances

2. Maintain a Partnership with the CEO

- Reach consensus regarding the CEO’s responsibilities, limitations and the policies which provide the framework for the board’s relationship with the CEO
- When necessary, recruit the CEO and ensure appropriate orientation
- Ensure that the CEO succession and emergency succession plans are maintained and implemented effectively
- Provide ongoing support to the CEO; encourage and support the CEO’s development; provide a sounding board and constructive feedback
- Ensure that the CEO receives/participates in performance appraisals
- Ensure that a mutually beneficial contractual relationship is maintained
- Establish accountability requirements and collaborates with CEO in maintaining an effective accountability relationships with stakeholders

Applicants must:

- Be eighteen (18) years of age or older
- Reside in Ontario
- Be able to provide a time commitment of approximately 5-10 hours per month for up to 3 years. Directors are expected to attend all Board meetings. Generally, monthly meetings take place the 3rd Tuesday of each month: January to June and September to December. Meetings take place at our office location at 67 Industrial Drive, Almonte, ON.

We thank all applicants; however, only those who are to be interviewed will be contacted.

Deadline for applications: March 15 2018

Please forward resume to:

Mills Community Support Corporation
67 Industrial Drive, P.O.
Box 610 Almonte, Ontario, K0A 1A0
Attention: Patti Fee
Email: info@themills.on.ca
TELEPHONE: (613) 256-1031 FAX No: (613) 256-1185

For more information, please visit our website www.themills.on.ca



More about Mills Community Support

Mills Community Support is dedicated to creating welcoming communities in Lanark County by providing caring and compassionate, person-centred programs and services, building community capacity, and providing affordable housing.

Our Programs and Services

Seniors' Services

Mills Community Support is committed to creating age-friendly communities across North Lanark, including the communities of Carleton Place, Beckwith Township, Mississippi Mills and Lanark Highlands. We strive to help seniors and adults with physical disabilities live healthy, happy, active, and connected lives both in their community and in their own homes. Mills Community Support provided programs and supports to a total of 722 seniors in 2016/2017, including:

- Nutrition Programs and Services
- Health and wellness programs
- Transportation
- Foot Care
- Safety programs
 - Personal Care at Home Programs: Assisted Living and Respite Care

Housing Services

Mills Community Support believes affordable, good quality housing is part of creating welcoming, healthy communities in Lanark County. Over our 40 year history of providing affordable housing, we have managed the design and construction of 131 units at 5 locations in Mississippi Mills. In total, we provide ongoing property management to 170 affordable and rent geared to income units in Mississippi Mills, in both Almonte and Pakenham, with 265 residents. We also provide property management services to 4 residences for seniors with developmental disabilities. Our sincere goal is for seniors, young families, individuals, and people with disabilities to live in dignity and security, achieve a sense of belonging and community with their neighbours, and enjoy the best possible quality of life.

Supports for Adults with Complex Needs

Mills Community Support's Special Support Services enable adults with intellectual disabilities and complex needs to fully integrate in and become participating members of our community. We focus on planning for achieving goals in developing healthy relationships, life skills, employment and volunteer opportunities, community connections, housing options, and personal safety. We take pride in ensuring the people we support are making their own choices whenever possible, thus allowing them to have a self-directed quality of life. As a result, one hundred percent of the people we support have a life plan using person-centred practices, giving them the ability to develop and achieve personal goals, and enabling their experience of belonging, independence and the ability to live a life of their own choosing.



Community Development and Capacity Building

Our community development work is focused on finding creative opportunities for people to contribute. We believe that the communities in north-east Lanark County, where we operate, have a great abundance of gifts to share, and that all citizens, no matter their age or ability, have gifts and a need to share them. We believe citizens can come together, share their gifts, and contribute to the creation of healthy, welcoming communities. To do this, we:

- Facilitate local community development initiatives;
- Create opportunities for citizens to engage with elected officials and candidates for public office;
- Provide leadership and help build networks which support community and voluntary sector capacity building; and,
- Advocate for positive social change and inclusion.

Impact of Our Work on the Community

In 2016/2017, we had a direct impact on the lives of over 1000 people in Lanark County.

- Programs and services for seniors were delivered to 657 unique clients and 298 new (first time served) clients in 2016/2017.
 - Our Nutrition Programs and Services delivered
 - 3,310 hot meals (and a friendly daily check-in) through our Meals on Wheels program,
 - 1,064 hot meals through our Social Dining programs, and
 - 2005 healthy frozen meals (a 300% increase over the previous year).
 - 407 participants took part in our Health and wellness programs
 - Our accessible vehicles made 3,181 passenger trips for social outings
 - Volunteer drivers made 1,925 round trips for 215 seniors for medical and escorted transportation
 - We delivered 970 foot care appointments, and over the last 2 years we have experienced a 22% increase in foot care appointments
 - Our Personal Care at Home programs delivered
 - 11,705 days of service to 48 vulnerable, high-risk seniors living at home
 - 1,622 hours of respite care to 52 unique clients
- As the second largest non-profit housing provider in Lanark County we provide 170 housing units for seniors and families.
- We believe everyone needs to have a meaning and a purpose. We believe the 47 adults with intellectual disabilities we support are not just present in their community, but are active contributors. As a result, in 2016/2017 we supported 11 of these individuals in making contributions to their communities as volunteers. They gave a total of 1,069 hours to organizations such as the Almonte General Hospital, the Lanark County Food Bank depot in Carleton Place, The Neighbourhood Tomato Community Garden, The Hub in Almonte, Shoppers Drug Mart, and Perth Community Care.