



Helping to make WHISTLER the place you call HOME

#325- 2400 Dave Murray Place, Whistler BC, V8E 0M3

phone: (604) 905-4688 fax: (604) 932-4461

email: mail@whistlerhousing.ca

website: www.whistlerhousing.ca

CALL FOR EXPRESSION OF INTEREST FOR CANDIDATES TO WHA BOARD OF DIRECTORS

INFORMATION FOR POTENTIAL BOARD CANDIDATES

The Whistler Housing Authority (WHA) is governed by a Board of Directors, which is accountable to the RMOW shareholder. The Board of Directors provides a governance role for the Whistler Housing Authority. Participation as a WHA Director is an opportunity to make an important contribution to Whistler's resident restricted housing program as well as to the community and larger non-market housing sector.

Members of the Board of Directors are responsible for providing overall direction to the Whistler Housing Authority, including review and approval of the organization's strategic goals, priorities and policies. The Board of Directors is supported by the WHA General Manager and staff.

DUTIES AND TIME COMMITMENT OF A WHA DIRECTOR:

Directors serve for a 3-year term and may stand for re-election to serve an additional 3-year term. Upon completion of their second 3-year term, a Director must retire from their seat on the Board for at least 1 year.

Board meetings are held monthly on weekdays, typically for 3 hours at RMOW Municipal Hall. Directors are expected to attend and actively participate at meetings of the Board of Directors on an annual basis. In addition, Directors may be required to represent the WHA at other community stakeholder groups, taskforces and official events.

QUALIFICATIONS OF WHA DIRECTORS

It is important that members of the WHA Board possess and contribute a variety of housing skills and experience to provide effective leadership to the WHA.

The Board is looking for individuals with:

- a strong commitment to and knowledge of resident restricted housing in Whistler;
- operational, technical or financial expertise relevant to housing administration and/or development;

- an ability to analyze and process trends, challenges and opportunities for the WHA;
- a willingness to promote the WHA as a strong organization dedicated to being the primary community resource for resident restricted housing in Whistler;
- an ability to think strategically and have some familiarity with Board governance; and
- strong reasoning skills, ethics, and integrity.

In accordance with the *WHA's Articles of Incorporation*, a WHA Director must be qualified as required by the *Business Corporations Act* to become, act or continue to act as a director.

An individual is not qualified to become or act as a director of a company under the BC *Business Corporations Act* if that individual is:

- under the age of 18;
- declared incapable by a court;
- an undischarged bankrupt, or
- has been convicted of fraud or certain other criminal offences within last 5 years (unless they received a pardon).

These are ongoing requirements that apply to all members of the WHA Board of Directors at all times while they are serving on the Board. If a Director becomes disqualified, he or she must resign from the company.

WHA Directors shall not receive remuneration for serving as Director and no Director shall directly or indirectly receive any profit from a position as a Director of the WHA.

GENERAL RESPONSIBILITIES OF WHA DIRECTORS

Board Members will:

- Consent to act as a WHA Director;
- Familiarize themselves with the WHA Strategic Plan, Business and Financial Plans and Budgets, and similar background information about the mandate and operations of the WHA;
- Familiarize themselves with the Resident Restricted Housing Rental and Purchase Guidelines and Eligibility Requirements;
- Prepare for, attend and actively participate at all Board meetings, or give notice if they are unable to attend;
- Communicate public points brought up by the community to the Board table;
- Seek information or technical background from staff, if this information can be provided with a reasonable investment of staff time, so the Director and Board have a fuller understanding of any issues pertaining to the WHA Board of Directors. If a request requires substantial time from staff, that request should be made as a resolution by the entire Board;
- Refrain from committing WHA to any policy or action without the agreement of the Board as a whole;
- Share responsibility for the integrity of Board decisions and therefore any Board member may question whether another Board member might have a conflict of interest or a pecuniary interest with respect to a matter under consideration by the Board; and
- Respect decisions made by the Board and govern themselves accordingly.

CODE OF CONDUCT

Members of the WHA Board of Directors will:

- Engage in relationships that are ethical and transparent;
- Publicly represent the WHA in a manner which enhances public confidence in the WHA and in the RMOW and will withstand public scrutiny;
- Avoid situations that place them in a situation of conflict between their personal interests and that of the Whistler Housing Authority and RMOW;
- Not be entitled to attend any WHA Board meetings or participate in WHA Board affairs during the course of any litigation that a Board member is involved in against the WHA;
- In matters where a WHA Director is speaking publicly as an individual, the Director must clearly indicate that the position taken is a personal perspective and the WHA Director is not speaking on behalf of the WHA Board of Directors. Board members are encouraged, when speaking as individuals, that decisions made by the WHA Board of Directors are upheld; and
- Ensure that the confidentiality of confidential information is respected and maintained.

ROLE WITH THE MEDIA

The WHA Board Chair and WHA General Manager are the designated spokes-people for the WHA when dealing with media inquiries about WHA decisions and policies.

APPOINTMENT OF BOARD MEMBERS

Board members are appointed by the WHA shareholder. The Resort Municipality of Whistler (RMOW) is the sole shareholder. The WHA Board will recruit and review applications for WHA Board membership and make recommendations to the shareholder for appointment to the Board.



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WHISTLER HOUSING AUTHORITY BOARD CANDIDATE APPLICATION FORM

Potential Board candidates are asked to send the WHA their completed **WHA Board Candidate Application Form** including a brief statement about why they are interested in serving on the WHA Board. The WHA will assess whether the candidate has the experience and qualifications required of WHA Directors and may check references. Only those candidates who have successfully completed the candidacy process will be able to stand for consideration to the WHA Board of Directors.

CANDIDATE APPLICATION TO WHA BOARD OF DIRECTORS

Name: _____

Address: _____

Phone: _____ Email: _____

Applications must be accompanied by the candidate's resume, two references and a brief statement (**maximum 150 words - attached**) on why the candidate is interested in serving on the WHA Board of Directors.

I, _____ HEREBY express my interest to be considered for election to the Board of Directors of the WHA and agree to stand for election and fulfil the duties of a Director if elected.

Signature

Date

Please forward your WHA Board Candidate Application Form by the deadline of June 11th, 2019 to: mail@whistlerhousing.ca. Any questions, please contact Marla Zucht at 604-905-4688 ext 1#.