



BETHANY FOUNDATION

FULL VOTING BOARD MEMBER – JOB DESCRIPTION

POSITION TITLE:	Full Voting Board Member
JOB CLASSIFICATION:	Full Voting Board Member
REPORTS TO:	Bethany Foundation Board
ORGANIZATION:	Bethany Foundation

THE BETHANY GROUP MISSION AND VALUES

MISSION: Providing person-centered service that builds a caring community, connects people and makes a positive difference in each person's life through the provision of Health, Housing and Supportive Living Services.

VALUES: As a faith-based organization growing from the foundation of our 100-year history of sharing God's love, we seek to live the following values: keeping people at the center of our thinking; fostering safe and welcoming communities; and a sustainable approach to providing service.

BETHANY FOUNDATION

The Bethany Foundation is the charitable giving arm of The Bethany Group and supports the organization's mission.

Donations to the Bethany Foundation are managed under an Endowment Fund approach and the priorities of the Foundation are:

- To support special projects and programs to enhance resident quality of life
- To support the work of the Chaplaincy Program
- To support community education on seniors' care

POSITION SUMMARY

To be a Full Voting member, an individual can make a request to any Representative Voting Member or be nominated by the same. Staff of The Bethany Group, residents of any community in which The Bethany Group serves, or any individual who is interested in supporting the objects of the Foundation are eligible for membership. The Full Voting Member is responsible for the ongoing development and advancement of the Bethany Foundation. Full Voting members are also responsible for acting in the best long-term interests of the Foundation and will bring their broad knowledge of the society, a long-range view, and an openness to facilitating the purposes of the charity.

PERSONAL ATTRIBUTES/KNOWLEDGE/SKILLS/ABILITIES

- Ability to listen, analyze and think clearly and creatively
- Sensitive and tolerant to others' views
- Strong sense of values and personal integrity
- Works well with individuals and groups
- Friendly, responsive and patient
- Openness to learning
- Understands the confidential nature of the position
- Emotional Intelligence
- Ability to communicate effectively in a variety of settings with diverse groups
- Understanding of the role of the charity with a view to promotion of charitable giving

QUALIFICATIONS & EXPERIENCE

- Commitment to the organization's mission and strategic direction
- Availability of sufficient time to devote to board duties
- Experience or willingness to receive training in financial knowledge; able to analyze and interpret financial statements and utilize the information to guide organizational decisions
- Experience training with fundraising and charitable foundations

KEY POSITION RESPONSIBILITIES

- Knowing the organization's mission, values, programs, policies and needs
- Preparing for meetings by reviewing the agenda and supporting documentation
- Regularly attending Foundation board meetings and participating actively and conscientiously
- Being aware of issues and trends that affect the charity
- Understanding the Foundation's financial affairs and ensuring financial responsibilities are met
- Maintaining confidentiality on all internal organizational affairs
- Enhancing the Foundation's public image
- Serving as advocates and ambassadors for the organization, promoting charitable giving to the foundation
- Leverage connections, networks, and resources to develop collective action to fully achieve the Foundation's purposes
- Abide by the by-laws of the Foundation
- Participate in the approval of the annual budget and monitor financial performance of the Foundation
- Identify prospective Foundation board members and assist in recruiting and mentoring new members
- Keep informed about community issues relevant to the work of the Foundation
- Receive, review and approve requests for funds that meet the Foundation's priorities and budgetary restrictions
- Ensure legal and ethical integrity and maintain accountability

Additional Duties and Responsibilities may be assigned on an occasional basis.

AUTHORIZATION:

Board Chair:

Brenda McDermott
Board Chair

Date

Executive Director:

David Eriksson
Executive Director

Date