

Hospice



Central Okanagan Hospice Association

202-1456 St. Paul Street, Kelowna, B.C. V1Y 2E6

250-763-5511

‘Offering supportive, compassionate care to those in need’

Board of Directors Application

The COHA Board is looking to attract new board members who truly appreciate the vision of this organization and are able to volunteer their time and talents. We are actively searching for nominees.

If you would like to join a diverse group of individuals who share a common cause – offering volunteer driven hospice palliative care and bereavement services and programs here in the Central Okanagan, we encourage you to contact us...the rewards are bountiful!

I. MISSION STATEMENT:

The Central Okanagan Hospice Association is committed to community outreach and to meeting the needs of the terminally ill and their families by providing compassionate care and supportive assistance through resources, trained volunteers and professional counselling.

II. VISION STATEMENT:

Central Okanagan Hospice Association provides helping hands and loving care at the end of life.

III. PURPOSES OF THE CENTRAL OKANAGAN HOSPICE ASSOCIATION (COHA) (Adapted from the Constitution of the Society)

- To be of service to the community in the central Okanagan through development of a program based on the principles set out by Cecily Saunders, who founded St. Christopher's Hospice in London, England. The Hospice Palliative Care program supports the dying and grieving.
- To organize and train volunteers for a supportive role in Hospice Palliative Care.
- To set up a bereavement service, available to members of the community and to train volunteers to assist in this program.
- To provide leadership and stimulate citizen participation in the study, assessment and improvement of hospice and bereavement care in the community.
- To receive grants or other funds to administer the programs of the Association consistent with the philosophy and purposes.
- To work in collaboration with government bodies, health care agencies and private organizations sharing a common interest in hospice palliative care.

IV. VALUES

- Support
- Respect for each individual's unique situation, valuing differences
- Compassion in all situations
- Assist people to have quality of life as they define it
- Ensure death with dignity and acceptance of each person's situation
- Employ the principles of justice, fairness, and non-judgement
- Commitment to the holistic management of symptoms (physical, spiritual, emotional, social and mental).
- Advocacy
- Co-operation with other organizations
- Humour
- Confidentiality
- Community credibility

V. GOALS:

- Establish a reliable funding base – Community and Corporate
- Support Volunteer recruitment, training and education
- Participate in networking with community organizations to enhance Hospice Palliative Care services and resources.
- Promote Community education on Hospice Palliative issues
- Expand Bereavement program – further address children's program and deliverables
- Support sister organizations
- Further improve internal system – communications, Best Practices, professionalism

VI. BOARD STRUCTURE:

The number of directors is to be a minimum of six (6) and a maximum of eleven (11).

Past President	one (1) year term
President	two (2) year term
Vice President	one (1) year term
Secretary	two (2) year term
Treasurer	two (2) year term
Six Directors	two (2) year term

Board members are elected and may serve up to 3 consecutive two-year terms.

VII. ELIGIBILITY REQUIREMENTS FOR BOARD OF DIRECTOR CANDIDATES:

- To have a commitment to quality Hospice Palliative Care.
- Able to demonstrate a willingness to learn and understand the Hospice philosophy, mission and history.
- Able to demonstrate the ability to be a team participant, bringing a consensual approach to decision making
- In compliance with conflict of interest guidelines issued by the Societies Act of BC
- A resident of the Central Okanagan area and a current member in good standing with the COHA

VIII. DESIRABLE QUALIFICATIONS:

- A positive attitude that would bring enthusiasm, energy and passion to our cause
- Significant practical experience in area(s) that would further the work and function of the Association including:
 - o employment or volunteer work in personnel,
 - o fundraising,
 - o planning, administration,
 - o finance, legal,
 - o marketing, communications and public relations,
 - o health care, community development
- Previous experience on a board or committee is desirable, but not necessary, however a willingness to learn and to serve in a collaborative way is key.

IX. COMMITMENT AND RESPONSIBILITIES OF BOARD OF DIRECTORS

Regular Board Meetings are scheduled for the 3rd Wednesday of the month from 4:30 – 6:00 pm at the St. Paul Street office

The Annual General Meeting is held in June

There are no meetings in July and August

- Attend all monthly meetings if at all possible and notify the Chair prior to the meeting if you are unable to attend any of the 10 regular meetings and the AGM
- Prepare for meetings by reading minutes and other relevant material
- Participate actively in meetings, asking for clarification when necessary, expressing your views, listening to the other participants and making decisions
- Complete assigned tasks in a timely manner
- Abide by and support a Board decision ("In instances where you strongly oppose decisions made by the Board, you may wish to record your opposition in to the minutes. Your obligation remains to support the decision outside the board meeting".)
- As mentioned it is expected that board members make every effort to attend all meetings, but definitely should not miss more than 3 meetings in a year

COMMITTEES (that may be formed from time to time)

- Membership
- Fundraising
- Personnel
- Finance
- Public Relations
- Education
- Nomination
- Foundation
- Annual General Meeting
- Constitution and Bylaws

BOARD OF DIRECTORS APPLICATION

NAME: _____

MAILING ADDRESS: _____

TELEPHONE:

Home _____ Work _____ Cell _____ Fax _____

1. Briefly describe your interest in Hospice and in becoming a Board Director of COHA?

2. Do you have any current or past community involvement and/or interests?

3. Please specify what talents and skill sets that you would like to bring to the board table with reference to section VIII.

4. Please attach a short biography of yourself that we can use for our web site, annual report etc.

If you have any questions or comments, please feel free to contact the Members of the Nominating Committee: Deb Ritchie 250 -766-0711
d-ritchie@hotmail.com

ADDITIONAL INFORMATION Central Okanagan Hospice Association (COHA)

Constitution and Bylaws:

COHA is a not-for-profit society and operates under the *Society's Act* (BC)

COHA has registered charitable status under the *Income Tax Act* (Canada)

History:

COHA was incorporated on February 25, 1982 and will be celebrating its 30th anniversary in 2012

In 2008, after a successful capital campaign, the 24 bed Hospice House on Ethel Street was opened and after 2 years of operation has seen over 750 patients receive care and comfort.

COHA Facts:

Administration:

- Currently, COHA employs 5 staff members: **Susan Steen, Executive Director** started in this position August 1, 2010 and reports to the Board of Directors through the President; **Diana Barker, Palliative Volunteer Co-ordinator** works from the Hospice House Office on Ethel Street and has been with COHA since January 1, 2005; **Shirley Buchanan, Palliative Volunteer Coordinator**, works in a job-share with Diana Barker also at the Hospice House and has been with COHA since January 1, 2008; **Tom Kemp, Bereavement Counsellor** started January 16, 2009; **Melanie Gray, Program & Events support**, started on September 10, 2010
- We also engage contracted assistance such as **Deb Bye, finances** and **Mary Ellen McNaughton** as a **bereavement counsellor**, and others as needed.

Programs and Volunteers

- **Bereavement Program:** offers free and confidential counselling to those facing issues of grief after suffering the loss of a loved one
- **Training** of 250 plus Palliative Care volunteers to offer comfort at Hospice House, at KGH and in patient's homes when needed

- **Vigil Care** is to date, the only program of its kind in B.C., which offers 24 hour volunteer vigil care when necessary in the patient's residence and in Care Homes
- **Angel Fund** is a volunteer driven enterprise which raises funds to enhance the care and comfort of those at Hospice House

Facts

- Fiscal year end – March 31
- Key Funders – B.C. Gaming Commission, United Way, foundation grants, individual donors
- Area Covered: Peachland to Oyama

Key Annual Events

- Hop for Hope – a volunteer driven 3rd party annual dance for Hospice
- Swinging with the Stars – the largest single fund raising event in its 3rd year raises approximately \$60,000 and is based on the popular TV show
- Linen Sale and Tea – a volunteer committee driven event which takes place in April
- Hike for Hospice – a nationally based fundraiser in its 9th year with a 2011 goal of \$25,000 takes place the 1st Sunday in May
- Annual General Meeting – scheduled for June of each year