

**NORTH PEACE SOCIETY**

**APPLICATION & INFORMATION**

**PACKAGE**

**BOARD OF DIRECTORS**

**FOR THE PREVENTION OF DOMESTIC VIOLENCE**

NORTH PEACE SOCIETY FOR THE  
PREVENTION OF DOMESTIC VIOLENCE

*Last revised: September 30, 2015*

**Application Package – Board of Directors  
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## Application Package – Board of Directors Organizational History and Introduction

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### Overview:

Thank you for your interest in the North Peace Society for the Prevention of Domestic Violence. Enclosed in this board member application package is an overview of the organization, the history of the Society and the services it provides.

### Mission statement:

*“To create a community free of domestic violence and its effects by inspiring personal transformation through education, skill development and awareness.”*

### Vision statement:

*“To eliminate domestic violence and inspire change, in order to develop healthy relationships in families and communities.”*

### History:

In 2008, a committee consisting of representation from various human service organizations throughout the Peace River region was formed. Collectively, the members of the committee identified a service delivery gap in the region, as it related to domestic violence prevention, education and awareness. The result of this service shortfall was that few local resources were available to human service providers, to which to refer clients that were experiencing the effects of domestic violence in their lives. The committee pledged to address this shortfall and ultimately endeavored to create community programming that would assist those who were struggling with domestic violence.

In 2010, the committee members formed the North Peace Society for the Prevention of Domestic Violence and shortly thereafter, were successful in securing recurring funding for community programming through the Alberta Health Services “Safe Communities” grant. With the support of and in consultation with Alberta Health Services, the Society developed the “Stepping Up” psycho-educational program for victims and offenders of domestic violence. The group-based program has been adapted since its original iteration, in order to best suit the unique needs of the regional population, while continuing to meet and exceed the Alberta Health Services program standards.

The Society has been continually delivering the “Stepping Up” program since its inception, and accepts both self-registrations and court-mandated referrals. “Stepping Up” addresses a variety of topics including but not limited to: emotional safety, relationship skills, communication skills and conflict resolution, in a safe, blame free environment that supports personal challenge, growth and change. The program is offered free of charge to all clients.

The Society has also expanded to deliver programming at other venues, including the Peace River Correctional Centre, and at local schools, where healthy relationship education is being delivered with the goal of preventing intimate partner violence. The Society additionally hosts several annual community events to raise public awareness of domestic violence issues.

### **Population and Area Served:**

The Society serves clients throughout the Peace region, including the outlying Aboriginal communities of Cadotte Lake, Little Buffalo, Loon Lake, Whitefish and others, dependent on demand. Participants traveling from greater distances are always welcome and the Society makes every effort to accommodate clients that encounter transportation or child care challenges that would otherwise prevent them from participating.

### **Services Provided:**

Some examples of the many services provided by the Society include, but are not limited to:

- Group sessions for mandated and non-mandated offenders and victims of domestic violence
- Group sessions in outlying Aboriginal communities
- Group sessions for inmates at Peace River Correctional Centre
- Programing and presentations at local schools

Community initiatives and collaboration:

- Annual "Walk in Their Shoes" event
- Participation with the Community Collaboration Group
- On-going collaboration and partnership with community service providers

### **Organizational Governance:**

The North Peace Society for the Prevention of Domestic Violence is a non-profit organization with society status. The Society is governed by a volunteer Board of Directors. The board is a governance body that is not directly involved in the day-to-day operations of the Society. The board oversees the Society's executive director, who is responsible for the daily operations of the Society, including but not limited to: program delivery, and the recruitment, hiring and management of staff necessary to fulfill the society's mandate and objectives.

### **Conclusion:**

The enthusiasm and ambition of our board, our executive director and her staff, makes the North Peace Society for the Prevention of Domestic Violence a fantastic volunteer experience for anyone who shares our ambition for preventing domestic violence and for fostering healthy relationships in our community.

Completed and submitted board member application packages will be reviewed and contemplated at the next regularly scheduled meeting of the board. Applicants can typically expect to receive a reply within thirty (30) days of their application, barring exceptional circumstances. We realize that there are many volunteer opportunities out there, and we're thankful for your interest in our organization.

## Application Package – Board of Directors Roles & Responsibilities of Board Members

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### Board Positions:

The Board of Directors has a number of positions, including that of president, vice-president, secretary and treasurer, as well as several directors. Elections for these positions are typically conducted at the Society's annual general meeting, held in June of each year, though we welcome applications for vacant director positions throughout the annum, as operational needs dictate.

### Board Meetings:

The Board of Directors typically convenes once monthly (excluding the months of July and August), and the board meeting is typically scheduled for the second Tuesday of every month, over lunch hour from 12:00 P.M. to 1:00 P.M, with the exception of the annual general meeting. On rare occasion, additional meetings may be called as operational needs dictate.

### Board Role & Other Commitments:

The board of directors is a governance body, responsible for setting the goals and objectives of the Society, and for guiding the Executive Director toward meeting those goals, in a general sense. Board members do **not** have access to client files and are **not** involved in the day-to-day operation of the "Stepping Up" program.

Board members also assist in raising awareness of the Society and its programming by attending, participating in and/or assisting with the planning of occasional events throughout the year, including but not limited to the annual "Walk in their Shoes" event. The Society has only a few projects each year that may require an additional time commitment and most board members realistically gauge their volunteer time commitment as being between two and four hours per month. We encourage people with a variety of backgrounds and experiences to apply to the board, as this diversity contributes to the quality and success of our program.

### Primary Responsibilities of the Board:

- Act as a positive role model to those involved in the operation of the Society
- Act as a leader within the Society by guiding the efforts of the entire organization toward realizing and achieving the mission and vision statements of the Society
- Recruit, hire and supervise the Executive Director
- Conduct regular performance assessments of the Executive Director
- Ensure that the Society has the required funds to continue to operate
- Ensure that the Society operates within its financial means, with the focus being on client services and quality programming
- Assist the Executive Director with grant applications, as required and/or requested
- Abide by the "Code of Ethics Agreement" and the "Confidentiality Agreement"
- Attend and/or participate in community events organized by the Society
- Positively and professionally represent the Society and its programs in the community at large

## Application Package – Board of Directors Code of Ethics Agreement

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### Board Member Code of Ethics Agreement:

- I will fulfill my obligations and responsibilities as a member of the board of directors for the North Peace Society for the Prevention of Domestic Violence with integrity, and to the best of my ability.
- I will not accept payment or monetary remuneration for my volunteer services as a member of the board of directors, with the exception of compensation for official travel and/or continuing education related to my role as member of the board of directors. I understand that any such incurred expenses for which compensation will be sought, must be pre-approved by way of a passing motion by the board.
- I will conduct myself in a professional, responsible and courteous manner while fulfilling my responsibilities as a member of the board of directors.
- I will act in a professional manner while on business for the Society, and I will ensure that my personal, professional and social media conduct reflects positively on the image of the organization.
- I will treat all individuals with courtesy, compassion and respect.
- I will not impose my personal values or beliefs on the Society's clients.
- I will respect the belief systems of all persons with whom I come into contact as a result of my association with the Society.
- I will not discriminate and/or provide preferential treatment to anyone on the basis of race, colour, religion, age, gender, sexual orientation, economic status or national ancestry, in my service to the Society and will attempt to prevent such discrimination from occurring.
- I will not act as a representative of the Society to community groups/committees, unless authorized by the Executive Director or the Board of Directors.
- I will not use any knowledge gained through my services to the Society for any personal financial gain or profit, at any time during or after my service.
- I will disclose any potential conflicts of interest arising from my employment or involvement with any other group or organization, as it relates to my obligations and responsibilities as a member of the board of directors for the North Peace Society for the Prevention of Domestic Violence.

*I have read all of the above statements and affirm that I will adhere to all of the ethical standards contained therein.*

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Board Member

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Board President

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Date

## Application Package – Board of Directors Confidentiality Agreement

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### Board Member Confidentiality Agreement:

I hereby affirm that my position as a member of the board of directors for the North Peace Society for the Prevention of Domestic Violence is of a confidential nature. I understand that no document made accessible or provided to me during the course of my duties, is to be copied, removed and/or disseminated to any outside person or organization, without the expressed permission of the board president or executive director. Further, I agree that any knowledge that I gain from my involvement with the Society is and will remain confidential.

I am aware that information in this program is subject to federal and provincial legislation governing Freedom Of Information and Protection of Privacy (FOIPP). I will ensure that the information I provide to others is the information to which they are entitled. If the release of information is questionable, I will refrain from providing any information until clarification is obtained from the board president or the executive director.

I will not discuss or share specific facts and/or personal data concerning clients of the Society with their family members, friends, or other outside agencies. I will obtain verbal and/or written permission from the client prior to releasing information to partnering professionals.

I will obtain permission from the board president or the executive director, prior to discussing or writing about the "Stepping Up" program and/or my services or experiences as a member of the Society with any member of the media.

I understand that I cannot promise complete confidentiality to any client of the Society, in that under the rule of evidence, I may be subpoenaed to appear in court and give testimony and/or be required to supply information to the RCMP for investigational purposes.

I will not give out the names, telephone numbers, addresses and/or other personal information of staff or board members to anyone outside of the North Peace Society for the Prevention of Domestic Violence, unless authorized by that individual.

I have read and will abide by this Affirmation of Confidentiality. I am informed and aware that any breach of this contract may result in automatic dismissal.

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Board Member

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Board President

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Date



**Application Package – Board of Directors  
Application Form**

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Name : \_\_\_\_\_

Mailing address : \_\_\_\_\_

Phone : (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

E-mail address : \_\_\_\_\_

Occupation : \_\_\_\_\_

Previous board : \_\_\_\_\_  
Experience

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other applicable: \_\_\_\_\_  
Experience

\_\_\_\_\_  
\_\_\_\_\_

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*For office use only*

Commencement date : \_\_\_\_\_

Termination date : \_\_\_\_\_