

CHC OVERVIEW AND BOARD POSITION PROFILE

Board Members (2)

CALGARY HOUSING COMPANY



CHC OVERVIEW

Calgary Housing Company (“CHC”) provides safe and affordable housing to meet the needs of low and moderate income Calgarians in need of non-market rental housing.

This is achieved through its mission to make life better for low and moderate income Calgarians through the provision of safe, affordable housing.

CHC is a wholly-owned subsidiary of The City of Calgary (The City) and is governed by a Board of Directors. CHC works in cooperation with the Government of Alberta and The City of Calgary.

With a budget of approximately \$100M, CHC operates and manages over 7,300 housing units, administers approximately 2,500 private landlord rent supplements and impacts 25,000 citizens. CHC meets tenant needs through varied programs, which include:

- Rent subsidies;
- Near-market housing;
- Affordable housing; and
- Deep subsidy housing.

In line with the guiding principles of operational sustainability, CHC is in the process of transitioning its City managed portfolio, where possible, to a “mixed income model” that combines low-end of market rental rates with deep subsidies. By balancing the proportion of units within an individual building, CHC ensures that new affordable housing developments are financially sustainable while providing an inclusionary approach to housing where tenants of mixed financial means are blended together.

Currently, CHC is governed by a volunteer Board of Directors, comprised of the following:

- Two (2) members of City Council;
- The City Treasurer;
- The Director of The City’s Calgary Neighbourhoods business unit;
- Seven (7) citizen representatives.

CHC BOARD MEMBER ROLE

The City is seeking up to two (2) citizen representatives to serve on the CHC Board of Directors.

Appointment to the CHC Board of Directors is by its shareholder (The City). Board members act in a position of trust to deliver and develop housing management and related services to the citizens of Calgary in consultation with key stakeholders and residents.

As a volunteer Board Member, you will be responsible for actively participating in effective governance of the CHC Board, working as a team member to establish the policies and the strategic direction of CHC, and working with administration to develop long-term strategic plans and provide governance oversight of the management of the business and affairs of the CHC.

As the successful candidate, you have a passion for CHC's mandate, serving the community and bringing experience in one or more of the following areas: accounting, property development / management; risk management; human services; working with vulnerable populations; governance and/or the not-for-profit sector. Your experience includes serving on a non-profit, charitable, public sector or corporate board. Having lived in affordable housing would be an asset.

Expected Board Commitment - Two (2), three (3) year terms.

CHC orientation and training provided.

Time Commitment:

- Approximately 6 (3 hour) Board Meetings / year (during the day)
- 1 full day – Strategy Meeting
- Approximately 4 (2 hour) Committee Meetings / year
- Board Members are expected to arrive at meetings having read all pre-read materials that are generally distributed one week before the meeting

This is a voluntary role. Board Members are not entitled to remuneration but are reimbursed for travel and other expenses properly incurred in duties as a Board member

PRIMARY DUTIES AND RESPONSIBILITIES OF THE POSITION

Strategy and Governance

- Commit to the work of CHC, especially the vision, mission and strategic priorities of the board;
- Participate in the development of the board's strategic plans;
- Participate in the development of CHC's multi-year strategic plan and recommend such for approval by CHC's Shareholder;
- Develop, maintain and revise board policies;
- Be familiar with the governing documents of the corporation;
- Ensure that the board functions as an oversight, policy and governing body; and
- Serve on at least one (1) board committee and attend regular board and committee meetings.

Policy, Finance and Risk

- Monitor the financial performance of CHC and ensure that appropriate monitoring and control systems are in place for assessing risk, that systems are also in place to ensure the integrity of financial reports;
- Maintain open communication with The City;
- Monitor reporting systems including performance measurements for key goals established in the strategic plans; and
- Approve and monitor CHC budget.

Board Relations and Organization Development

- Contribute to discussions on issues and positions;
- Communicate board positions and values when speaking outside of board meetings in the capacity as board members;
- Assist in developing and maintaining positive relations among board members, committees, the President, and the community;
- Advocate and engage with other levels of government; and
- Be knowledgeable about issues related to the needs of residents who live in CHC housing.

QUALIFICATIONS AND EXPERIENCE

The successful candidates should possess the following experience, qualifications, or competencies:

- Passionate about CHC’s mandate. Solid understanding of CHC related business and public policy issues.
- Understands the balance between revenues, cost control and social need.
- Has, within a broad range of experience, demonstrated knowledge and experience in one or more of the areas of property development / management; accounting; risk management; human services; working with vulnerable populations; governance and/or the not-for-profit sector.
- Experience in areas of strategic planning, government relations and advocacy an asset
- Previous experience serving on nonprofit, charitable, public sector or corporate board an asset.
- Living or having lived in affordable housing would be an asset.
- Ability to think strategically on the opportunities and challenges facing CHC and to engage in short-, medium- and long-range planning to provide high-level guidance and direction to CHC.

ATTRIBUTES AND ABILITIES

- Ability to oversee, influence and provide guidance without direct authority.
- Has a consensus-focused approach and ability to work collaboratively with other board members, stakeholders and the general public.
- A commitment to good governance and accountability practices. A reputation for integrity, fairness, and principled decision-making are essential.
- Exceptional communicator. Ability to confidently present to any audience with consideration and influence to achieve positive outcomes.
- Strong interpersonal skills with the ability to develop relationships easily and deal effectively with a broad range of internal and external stakeholders to achieve results.
- Be innovative and creative in looking for solutions.
- Recognized for a strong track record of astute business judgment and sound business decisions.
- Acts in a confident and self-aware manner with an impeccable sense of integrity, character and personal values.
- Consistently strives to act in the best interest of an organization and the citizens it serves.

ADDITIONAL INFORMATION

- <http://calgaryhousingcompany.org/>
- www.calgary.ca
- To explore this exciting opportunity further, please send your resume in confidence to careers@altopartners.ca or contact:

- Shauna A. Louie
Partner

- Emily R.P. Henders
Senior Associate

- Kevin N. Hall
Partner

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