



Hillhurst Sunnyside Community Association

# PROSPECTIVE BOARD MEMBER HANDBOOK 2025

Adapted from Federation of Calgary Communities  
"Prospective Board Member Overview (2022)"



# PROSPECTIVE BOARD MEMBER HANDBOOK

Thank you for considering a board position with the Hillhurst Sunnyside Community Association (HSCA). This handbook is meant to provide an overview of what can be expected if you join the HSCA Board of Directors.

## Who are we?

In 1948, the Hillhurst Sunnyside Community Association (HSCA) was incorporated as a non-profit society by the Government of Alberta. HSCA is now a registered charity that operates on the leading edge of community serving organizations in Calgary. We champion programs and initiatives that strengthen the capacity of residents to have meaningful engagements with each other and the world around them.



Sunnyside in 1912

## Who do we serve?

HSCA serves the residents of Hillhurst Sunnyside and beyond. We offer programs and services to toddlers, seniors and everything in between.

## What do we do?

HSCA's mission is to preserve and enhance a healthy and vibrant quality of life for the residents of Hillhurst Sunnyside.

To put its mission into action, HSCA operates childcare, markets, sustainable food programming, community programs, facility rentals and a seasonal pool. Through Board committees, we support community members to have a voice on planning and development and emergency preparedness.



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## Why consider becoming a Board member?

Volunteers, including those that make up the Board of Directors, are critical to the work that HSCA does. While we are fortunate to have a team of staff that do great work each day, our reach and impact are far greater with the support of volunteers. HSCA's Board plays an important governance role for the organization and conducts committee work that meaningfully contributes to our mission. **By becoming a Board member, you will bring your skills and unique perspective to the work that we do; you will be a part of decision making, fiscal oversight and setting the strategic direction for the future of HSCA.**

### Benefits of becoming a Board member:

- \* Gain a sense of belonging and accomplishment
  - \* Meet other community members
- \* Gain important skills by enhancing life-long learning
  - \* Learn about non-profit governance
- \* Make an impact in your community
  - \* Contribute to a cause you care about

## WHAT IS REQUIRED OF BOARD DIRECTORS?

### Authority and Responsibility

The Board of Directors is the legal authority for HSCA. As a member of the Board, a Director acts in a position of trust for our members and is responsible for the effective governance of the organization.



**The Board of Directors meets the 3rd Wednesday of every second month from 6:30–8:30pm**

### Time Commitment

To be a Director you will be required to volunteer about 3–8 hours per month, depending on your position. If you sit as an executive member of the board (Chair, Vice Chair, Treasurer or Secretary) or if you chair a committee, the requirement is around 8 hours per month.

## Requirements

1. Commitment to the objects and work of the organization.
2. Lending your knowledge and skills in one or more areas of governance, legal, policy, accounting, urban planning, community emergency planning, organization development, fund development, and personnel.
3. Participation on committees – at least one in addition to the board meeting.
4. Attendance at Board, Committee, and Annual General meetings.
5. Support of and attendance in special events & fundraising activities including a Casino event.
6. Participating in the financial support of HSCA by giving or by getting.
7. You must have a current membership with HSCA and live within the boundaries of Hillhurst Sunnyside.

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## Term:

Directors are elected by the membership at the Annual General Meeting. Directors serve for a one or two-year term, up to a total of six years. Directors may be released from their duties, by resigning, or in accordance to the HSCA bylaws.



## Skills we are seeking:

Currently, the board is seeking people with experience in **non-profit governance, social enterprise and fund development**. We welcome interest from all community members, even if you do not have experience in these areas.

## HOW DO I GET INVOLVED?

If you would like to be considered, reach out to our treasurer, Andrew Rogan at [executivecommittee@hsc.ca](mailto:executivecommittee@hsc.ca). We have a nominations committee that will follow-up with you to discuss the opportunity further and assess your fit with HSCA and our fit with you.

Thanks again for your interest; we look forward to hearing from you! HSCA is committed to a culture of inclusiveness, equity, and diversity. We encourage applications from all individuals regardless of gender, race, heritage and physical and mental abilities. If you are interested in joining but are currently facing barriers, please reach out! We are happy to discuss what we can do so that you can be included!

## Here's why some of our current directors came on board:

"I'm interested in creating and supporting a healthy, vibrant community."

"I wanted to support the community that has been my home."

"I wanted to be more involved in my community and help to make Hillhurst and Sunnyside an even better place to live in."