



**Aboriginal Housing Management Association**  
*Over 25 years of Indigenous housing expertise.*

## **BOARD OF DIRECTOR POSITION**

January 15, 2025

The Board of Directors appreciates your interest in the vacant position with the Aboriginal Housing Management Association (AHMA). This information package outlines the background and relevant information about the current Board of Director vacancy.

### ***Recruitment Notice Highlights:***

- *Recruitment is for one (1) Independent Board of Director position with the Aboriginal Housing Management Association.*
- *Applicants must be independent of our Corporate and Non-Corporate Members.*
- *The term is up to 3 years; staggering terms for continuity purposes will occur at the first meeting or as needed throughout the tenure.*
- *Preference will be given to candidates with Indigenous ancestry.*
- *Please refer to the details below before applying.*
- *Submit applications via email to [jobs@ahma-bc.org](mailto:jobs@ahma-bc.org).*
- *The submission deadline is **12:00 pm (PST) on March 31, 2025.***

### ***Aboriginal Housing Management Association***

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, the Aboriginal Housing Management Association (AHMA) exists to make a difference in the communities we serve across B.C. We oversee the administration of operating agreements between housing and service providers and Aboriginal housing organizations, keeping everyone's best interest in mind, developing, and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the people we serve. Presently, we have over 40 full-time employees with over 25 years of experience with BC Housing and Aboriginal housing organizations.

Our website ([www.ahma-bc.org](http://www.ahma-bc.org)) contains additional information, such as Annual Reports and our current Strategic Plan.

### ***Background on Governance***

Under our Constitution & Bylaws, there are SEVEN (7) Directors on AHMA's Board; all seven (7) must be independent of our Corporate and Non-Corporate Members under our purview. Each director will be elected from one of the six regions around the province. The breakdown of the regions is as follows;

- **Region 1 Northern BC**



- Prince George, Prince Rupert, Haida Gwaii, Fort St. John, Dawson Creek, Fort Nelson.
- **Region 2 Cariboo Chilcotin Coast**  
Bella Bella, Bella Coola, Quesnel, Williams Lake, 100 Mile House, Clinton, Lillooet.
  - **Region 3 Thompson Okanagan & Kootenay Rockies**  
Boston Bar, Cache Creek, Merritt, Kamloops, Kelowna, Penticton, Vernon, Valemont, Revelstoke, Nelson, Cranbrook.
  - **Region 4 Vancouver Island**  
Victoria, Nanaimo, Campbell River, Port Hardy, Powel River, Sechelt, Gibsons.
  - **Region 5 Vancouver Coastal**  
Pemberton, Whistler, Squamish, West Vancouver, North Vancouver, Vancouver, Burnaby, New Westminister, Coquitlam, Port Coquitlam.
  - **Region 6 Fraser Valley**  
Richmond, Ladner, Tsawwassen, Surrey, Langley, Maple Ridge, Mission, Abbotsford, Chilliwack, Hope.

We are looking for the best Director who shares our commitment to AHMA's Values, Vision, Mission, and Goals as listed in our *2023 to 2026 Strategic Plan*. With a recruitment strategy that aligns with our skills and experience matrix, AHMA's Board of Directors comprises leaders that ensure a fully diverse and qualified Board.

### ***Responsibilities***

AHMA Directors are thoroughly informed on AHMA governance matters and participate in the Board's deliberations and policy, finance, programs, personnel, and advocacy. Some of the specific activities you will be involved in include monitoring all Board policies, reviewing, revising, and, when needed, recommending bylaw changes to the membership; participating in the development of AHMA's organizational plan; and budget overseeing operations through the CEO.

### ***Competencies***

The AHMA Board, as a whole, shall reflect a broad range of skills and experience. The specific competencies sought by the AHMA Board of Directors are as follows:

- Prior Board experience.
- Understanding of Board legal and fiduciary responsibilities.



- Extensive and proven experience in successfully running a large operation. Or a senior management level and administering organizational change and development.
- Must have public housing sector experience with a strong financial and business background.
- Experience in reading and interpreting complex financial statements such as those produced by AHMA.
- Experience with First Nations, federal, and provincial Housing programs and services would be an asset.
- Experience in tripartite processes, building and maintaining successful partnerships with governments and other organizations, and managing competing priorities amongst diverse partners and stakeholders.
- The ability to support interactions and undertakings with stakeholders in an honest, open, and authentic manner.
- Required knowledge and understanding of AMHA's beneficiaries. It is preferably based on sector-related non-profit or public housing experience.
- Experience in strategic planning, financial planning, and community development.
- Experience in Not-for-Profit governance and risk management.
- The ability to differentiate between the roles and responsibilities related to governance and management.
- Must be intelligent, a strategic thinker, perceptive, and have good judgment and common sense. Must also be mature, ethical, have integrity, and be fair.
- Time, energy, interest, and willingness to serve as a Director of AHMA, including a commitment to learning and an appreciation of the significance of the work.
- Board members should reflect healthy living – emotionally, physically, spiritually, and mentally.
- As a new Director, you will possess the experience and commitment to carry out Directorship duties, including Board meeting participation and committee work.



Your demonstrated leadership and integrity reflect your ability to maintain strong partnerships with stakeholders.

### ***Eligibility***

The specific eligibility competencies sought for the current vacant positions are as follows:

- Must be at least eighteen years of age and a resident of British Columbia.
- Must have a clear criminal record and not be at risk of insolvency.
- AHMA's core is serving the Aboriginal community in BC; therefore, a critical success factor is an in-depth understanding of Aboriginal people and culture, preferably with strong British Columbian connections. Preference will be given to candidates who are of Aboriginal ancestry.
- A candidate is not eligible to be a Director if:
  - a) Currently or previously worked with a Corporate Member of AHMA in the last year. Either as a director, an employee, or an independent contractor, directly or indirectly; or
  - b) The spouse (legal or common law), child, or parent of someone who currently works for or has worked within the last year for a Corporate Member of AHMA.

### ***Time Commitments and Expense Reimbursement***

During one's term, the AHMA Board is required to meet a minimum of four (4) times per year. Most meetings are one day in length. Directors are expected to attend AHMA's Annual General Meeting (AGM) and Annual Gathering. Some Directors may also want to add their expertise on select committees, as established by the Board, thus involving time commitments outside of scheduled meetings.

In compliance with Board Policies and the Societies registrar, Board Directors will receive fair and complete reimbursement for all expenses incurred for attendance and participation in Board-mandated activities, including travel, lost wages, and other indirect costs associated with conducting Board and Committee business.

### ***Position Selection and Orientation Timeline***

This selection process will involve a short listing of the Candidates by AHMA's Náčá?mat Leləń Committee (NLC) and then a final election selection by the AHMA Corporate Membership at the AGM, which will be held in the Fall of 2024.



Candidates will be notified of the election results within one (1) business day of the AGM. Elected Board Members will be expected to attend a full-day board orientation meeting within two (2) weeks of the AGM.

### ***Application Process***

Please submit your **résumé AND cover letter** by **12:00 pm on March 31st, 2025**, via email to the AHMA NLC Chair at [\*\*jobs@ahma-bc.org\*\*](mailto:jobs@ahma-bc.org). Be sure to include the phrase “BOD Application” in the subject line of your email.

*Chet Kw'enmantumiyap – Squamish for “We are thankful to you all.”*