



Alberta Retired Teachers Charitable Foundation

Nominations Package



2023

Message from Chair of the Nominations Committee	1
Candidate Checklist	2
About the Alberta Retired Teachers Charitable Foundation (ARTCF)	3
ARTCF Member Overview	4
Elections Process	6
ARTA – Applicable Bylaws	7
ARTA – Applicable Policies and Procedures	7
Acknowledgment Form	10



Call for nominations of candidates for the Alberta Retired Teachers Charitable Foundation

Dear Prospective Alberta Retired Teachers Charitable Foundation Candidate:

Thank you for your interest in seeking nomination on the Alberta Retired Teachers Charitable Foundation (ARTCF). Inside this package you will find information to help you better understand the duties and responsibilities of our Foundation members and information to assist you in submitting your application to run as an ARTCF Candidate.

As Chair of the Nominations Committee, it is my responsibility to help oversee the nominations and election of members to the ARTCF. In 2023, we will be electing one (1) member to the ARTCF at the Foundations Society Annual Meeting (SAM) on Tuesday November 21, 2023 beginning at 1:00 p.m. The meeting will be held at the ARTA office at 15505-137 Avenue NW Edmonton.

The ARTCF meet, at minimum, quarterly to provide direction and governance to the operations of the Charitable Foundation. Each year, we hold an election for one new director to serve on the Foundation for a four (4) year term. Foundation members can expect to spend on average 5-10 hours per month on various duties including preparation for and attendance at Foundation meetings, education, orientation activities as well as Foundation related events.

Should you decide to proceed with submitting an application for nomination, please complete and submit the application acknowledgment form along with all required documents, as outlined in this nominations package.

Please note that nominations must be received no later than 4:00 pm on Thursday, November 9, 2023.

Thank you for your interest in serving as a member of the Alberta Retired Teachers Charitable Foundation and for your continued loyalty to ARTA.

Sincerely,



Lorna McIlroy, Past President
& Chair, 2023 Nominating Committee



Nominations of Candidates for the Alberta Retired Teachers Charitable Foundation

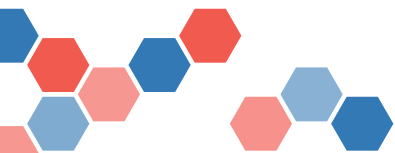
CHECKLIST

- Candidate Acknowledgment Form either mailed or emailed to the ARTA CEO at either of the addresses listed below.
- Candidate Bio/CV (1-2 pages maximum) either mailed or emailed to the ARTA CEO at either of the addresses listed below.
- Request for funds to attend meeting to present candidacy made to ARTA CEO either by mail or email ARTA CEO at either of the addresses listed below.

E-MAIL ADDRESS: dmulloy@arta.net

MAILING ADDRESS:

15505 137 Avenue NW
Edmonton, Alberta
T5V 1R9



Started by the Alberta Retired Teachers' Association, the Alberta Retired Teachers Charitable Foundation (ARTCF) aims to help all Alberta seniors find appropriate housing, health services, and education. Our goal is to not only help secure Alberta's future — but to help you secure your future as well.

From classrooms and beyond, the Alberta Retired Teachers Charitable Foundation and its members are linked by one passionate purpose: to help assist Alberta seniors in the pursuit of appropriate housing, health services, and education to improve their lives — and our lives! — for years to come. When a group of like-minded people come together toward a single purpose, it's amazing what can be achieved

ARTCF Purposes



HOUSING

Everyone needs a place to call home, and we advocate and provide support to charities that help seniors get the proper accommodations and housing they need to give them the comfort and the accessibility they require and deserve.



HEALTH CARE

Our health becomes more important as we age, and we're dedicated to helping retirees in Alberta get the resources they need for help with medical and health care concerns. Our foundation will help retirees get proper care and resources for challenges like Parkinson's, Alzheimer's and more.



ENGLISH AS A SECOND LANGUAGE (ESL) FOR SENIORS

We recognize that not everyone in Alberta speaks English as their first language, so we're dedicated to helping seniors advocate and communicate for themselves on important issues, whether it's obtaining health care services or affordable housing. To do this, we actively work to broaden the information and programs available for seniors who require ESL assistance in Alberta, so they can be available to everyone who needs them.



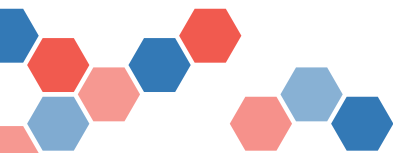
One (1) position for a member of the Alberta Retired Teachers Charitable Foundation is open for election by the Foundation Society at the Annual meeting on November 21, 2023. The members meet quarterly to review financial details, grant applications and manage the operational affairs of the foundation.

We encourage ARTA members who have an interest in the Foundation to consider letting their names stand for election. The main focus of the Foundation members is to receive and maintain a fund or funds and to apply all or part of the principal and income therefrom, from time to time, to qualified donees as defined in subsection 149.1 (1) of the Income Tax Act (Canada) who provide housing and health services to seniors in Alberta, such as, the Alzheimer Society of Calgary, Operation Friendship Senior Society, the Parkinson's Society of Alberta, and the Bethany Care Foundation who are qualified donees; and to advance education by providing publicly available scholarships to new residents of Alberta who are over the age of 55 years to be used for English as second language courses.

All documents and/or questions should be sent to the attention of the ARTA CEO either by email dmulloy@arta.net or by mail to the following address:

Elections – ARTA CEO

15505 137 Avenue NW
Edmonton, Alberta
T5V 1R9



The roles and responsibilities of the ARTCF include:

- manage funds of the ARTCF;
- establish and maintain Bank Accounts;
- review funding application and maintain an grant application package;
- knowledge of Foundation Bylaws and governing documents;
- conduct an annual audit;
- ensure the submission of all required reports as scheduled;
- report to the ARTA Board of Directors.

All elected members of the Foundation must become familiar with the Bylaws and Polices of ARTA as well as the Bylaws of the Charitable Foundation

The following Characteristics would also be an asset as a member of the ARTCF:

- trustworthiness;
- ability to maintain confidentiality;
- ability to communicate effectively;
- willingness to continue further education related to the role of a Foundation member or other pertinent information;
- willingness to commit time to prepare for Foundation meetings;
- willingness to place the affairs of the Foundation as a high priority.

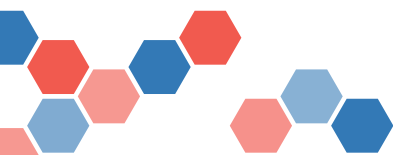
Nominations Requirements:

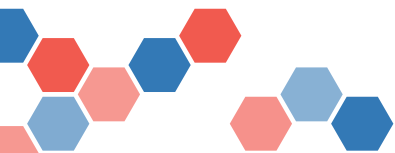
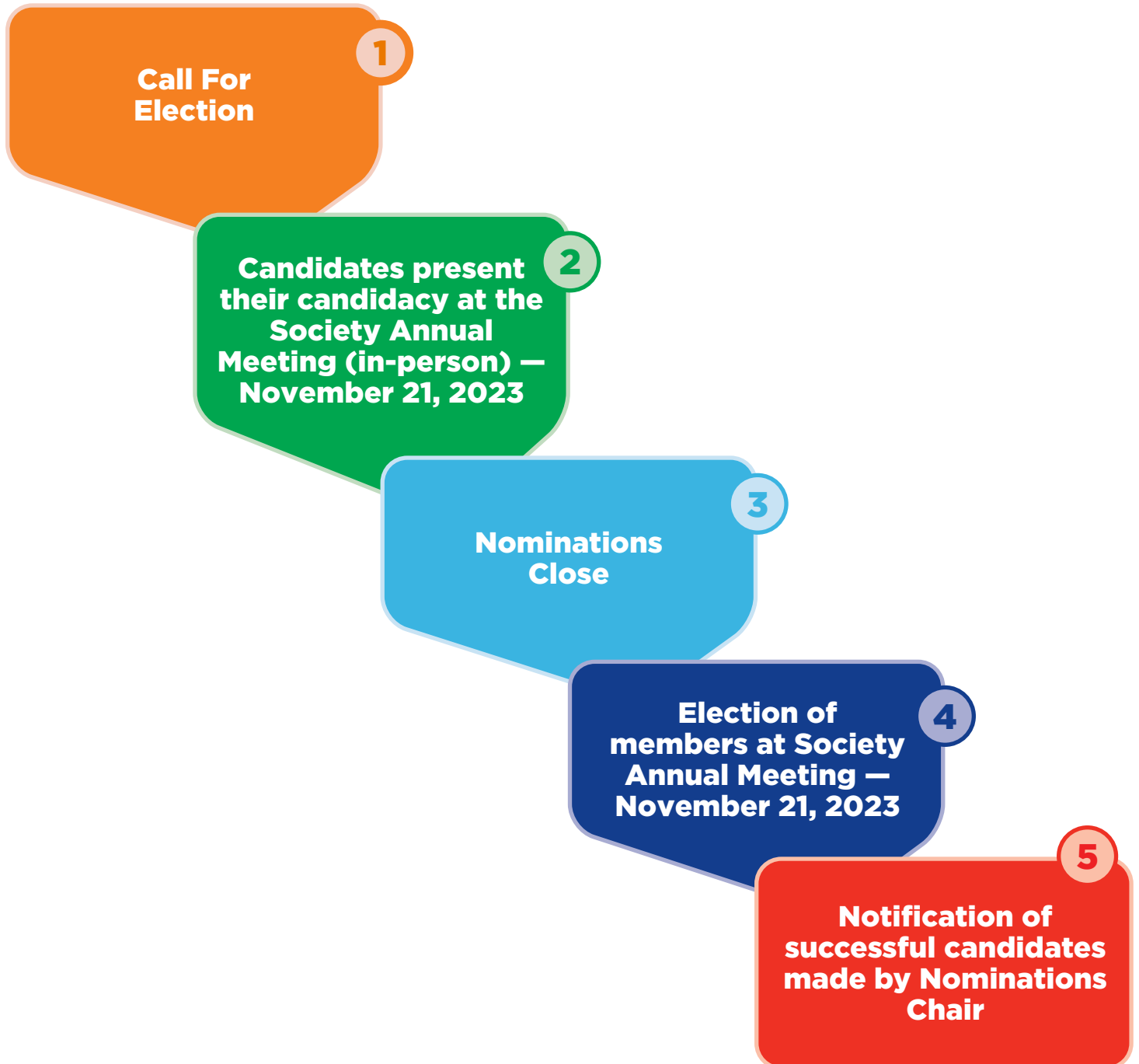
All Candidates are required to provide the following documents prior to their name being considered for nomination:

- 1. 2023 Alberta Retired Teachers Charitable Foundation Member Acknowledgement Form,**
- 2. Candidate Bio/CV,**

Candidate bio/CV's must be received on or before November 9, 2023, in order to be included in the Society Annual Meeting information package.

Elections will take place on November 21, 2023, at the Charitable Foundation Society Annual Meeting in Edmonton, Alberta. Candidates are asked to attend to present their candidacy in a three-minute timed presentation or have someone present on their behalf if they are unable to attend.





Bylaw 6, Section 11

Board of Directors of the Alberta Retired Teachers Charitable Foundation

- a. The directors shall be elected by the voting members of the Alberta Retired Teachers Charitable Foundation.
- b. The voting members of the Charitable Foundation may replace directors as required.
- c. The chair, or designate, of the Charitable Foundation's Board of Directors shall report to each ARTA Board of Directors meeting.

Alberta Retired Teachers' Association Policies and Procedures Related to the Affairs of the ARTCF

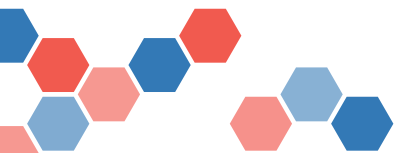
27.0 Alberta Retired Teachers Charitable Foundation

- 27.1 The Alberta Retired Teachers Charitable Foundation (ARTCF) is constituted under the Societies Act of Alberta, and has status as a Charitable Organization under the Canadian Revenue Agency (CRA).
- 27.2 Composition and Election of Board of Directors
- 27.2.1 All members of the ARTA Board of Directors are voting members of the ARTCF Society (unless having asked to be excused.) They are ineligible to be Directors of the Foundation.
 - 27.2.2 At any Society Meeting, nominees to be "Associate members of the Society" may be approved. Associate members of the society once approved, are eligible for nomination for election as Foundation Directors.
 - 27.2.3 The Foundation's Board of Directors shall be comprised of non-voting members of the Society, elected in accordance with the provisions established in the Societies Bylaws.
 - 27.2.4 Elections for replacement Foundation Directors shall occur annually at the Annual General Meeting of the Foundation Society.
 - 27.2.5 The Society shall set the number of Foundation Directors in accordance with the Bylaws of the Foundation.
 - 27.2.6 Each elected member shall serve a term of four years.
 - 27.2.7 Foundation Directors will not normally be appointed or re-elected for more than two terms.

- 27.2.8 Nomination procedures shall be consistent with those detailed in ARTA Policy Section B - 8.8.
- 27.2.9 In the event of a vacancy on the Foundation Board of Directors, they may continue with reduced membership, or may request the ARTA Board to convene as a special meeting of the Society to appoint a non-voting member of the society to serve the balance of the year until the next election for the Foundation Board of Directors.
- 27.2.10 Formally, employees of ARTA will not serve as Foundation Directors.
- 27.2.11 The Chair of the Foundation Board shall be elected annually by its Board of Directors.
- 27.3 Roles and Responsibilities
 - 27.3.1 The roles and responsibilities of the ARTCF Board of Directors are defined in the Bylaws of the Alberta Retired Teachers Charitable Foundation.
 - 27.3.2 Directors of the Foundation should have the following characteristics:
 - 27.3.2.1 be trustworthy and able to maintain confidentiality;
 - 27.3.2.2 have the ability to communicate effectively;
 - 27.3.2.3 be willing to continue further education related to the role of a Director or other pertinent information;
 - 27.3.2.4 be willing to commit time to prepare for Foundation meetings; and
 - 27.3.2.5 be willing to place the affairs of the Foundation as a high priority.
 - 27.3.3 The Foundation Board of Directors collectively should:
 - 27.3.3.1 have knowledge of bylaws, policies and pertinent legislation relating to the Foundation;
 - 27.3.3.2 have some experience as a director or trustee of a moderate to large organization;
 - 27.3.3.3 manage bank accounts, reserves, investments and appropriate trusts of the ARTCF;
 - 27.3.3.4 ensure appropriate insurance contracts are in place;
 - 27.3.3.5 ensure completion of an annual audit of the accounts of the Foundation; and
 - 27.3.3.6 ensure all required reports are submitted as scheduled to relevant government agencies and the AGM of the society.

27.4 Reporting

27.4.1 The Chair of the Foundation or a person designated by the Chair of the Foundation shall be invited to report to all scheduled quarterly meetings of the ARTA Board of Directors.



Acknowledgment of Bylaws & Policies and Procedures of the Alberta Retired Teachers' Association

1. I acknowledge that I have received and read the Alberta Retired Teachers' Association Policies and Procedures and Bylaws as it relates to the actions of a member of the Alberta Retired Teachers Charitable Foundation.
2. I have read, understand and acknowledge that I am fully responsible for carrying out the work of the Foundation in accordance with the Alberta Retired Teachers Charitable Foundations Bylaws as well and all other pertinent Bylaws and Policies of the Alberta Retired Teachers' Association.
3. I will comply with, or cause those whom the Alberta Retired Teachers Charitable Foundation may employ to comply with all Bylaws of the Foundation and other statutes and regulations relating to governing policies and statutes.

Signed this _____ day of _____, 2023.

Print Name: _____

Branch Affiliation (if any): _____

Signature: _____

