



## **Amisk Healing Lodge**

### **Board of Directors Position Recruitment Callout**

Date: May 9, 2022

Amisk Healing Lodge, formerly known as the Wah Pow Treatment Centre, is located on Beaver Lake Cree Nation in Treaty 6 Territory. It is approximately 200km Northeast of Edmonton.

Amisk Healing Lodge is a NNADAP-funded treatment program that offers a 24-bed, 42-day residential treatment program to adults struggling with addiction. The program is based on the belief that trauma, loss of culture, oppression, and social determinant factors contribute significantly to the onset and persistence of addictive behaviors. As such, Amisk adopts a wholistic treatment approach that focuses on (1) Indigenous culture, healing practices, and spirituality, (2) Western addiction treatment modalities, and (3) Providing support for clients with social determinant challenges. Currently, Amisk's mission statement reads as follows:

*"We promote an atmosphere of holistic healing for individuals and families towards a lifestyle free from addictions!"*

In response to the COVID-19 pandemic, Amisk suspended operations and dissolved its Board of Directors over one year ago. It is now ready to re-open at 50% capacity to provide comprehensive addiction treatment services to its clients. Upon re-opening, Amisk will transition from a block intake model to a continuous intake model, and has plans to transform itself into a family-based treatment facility within a 12-month period.

Amisk is now looking for passionate, enthusiastic, knowledgeable, and responsible individuals to join the 8-member Board of Directors that will guide Amisk's renewal and transformation process.

#### **Composition of the Amisk Board of Directors**

The Board will consist of Directors that represent diverse knowledge and experience in the areas of health services and addictions treatment. Special consideration will be given to those applicants with experience in Indigenous addictions treatment. We are also looking for Directors with a diverse demographic background. Ideally, there will be at least one Director representing Treaty 7 and Treaty 8 respectively, with the remaining seats filled by members of Treaty 6. We are also seeking balanced representation in terms of gender identity, sexual orientation, age, and Beaver Lake vs non-Beaver Lake membership.



## **Eligibility for the Amisk Board of Directors**

Each Director shall:

- be at least 18 years of age;
- be addictions free;
- be committed to the mission of Amisk Healing Lodge;
- not hold a paid position, and not enter into a contract for services, with the Healing Lodge;
- not have family members holding a paid position with the Healing Lodge;
- not be in a legal state of undischarged bankruptcy;
- be willing to undergo a criminal records and vulnerable sector check;
- not be a Chief or Council member of a First Nation.

## **HOW TO APPLY**

In addition to reading this callout letter, please also read the Amisk Board of Directors Job Descriptions included in this callout package carefully. If after reading all the information, you feel that you are interested in, and able to, meaningfully contribute to Amisk's Board of Directors, please submit: **(1) a cover letter, (2) the completed "Application for Nomination to the Amisk Board of Directors" form** included in this package, and **(3) a current resume with three (3) professional references** via mail or email to:

**Jolene Anderson**  
**Beaver Lake Cree Nation Tribal Administrator**  
**Box 960, Lac la Biche**  
**Alberta T0A 2C0**  
**Fax: 780-623-4523**  
**Email: [jolene@blcn.ca](mailto:jolene@blcn.ca)**

Regardless of methods of submission, all documents must be received **by 4:30pm, May 20, 2022** in order for the application to be considered.

Questions regarding this callout package and/or regarding the Amisk Healing Lodge can be directed to **Jolene Anderson** via telephone (**780-404-6432**) or email (**[jolene@blcn.ca](mailto:jolene@blcn.ca)**).

The Amisk Board of Directors Nomination Committee would like to thank everyone who applies. Kindly note that only those selected for a follow-up interview will be contacted. If you are selected for a follow-up interview, you will be contacted via the telephone number or the email address you provide in the application form between May 21 and May 23, 2022.

Those shortlisted for the interview should be prepared to participate in an online interview on either May 25 or May 26. Interviews will be recorded and reviewed by the Amisk Board Development Committee as a group; successful nominee will be notified by May 31, 2022.



## Application for Nomination to the Amisk Board of Directors

Respecting Beaver Lake Cree Nation's cultural protocols, **those who wish to apply as an Elder member of the Board are encourage to contact Jolene Anderson at 780-404-6432.** In lieu of this application form, Jolene will arrange to have a Cree speaking person to orally gather the needed information.

### **CONTACT INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### **BACKGROUND**

Please list past (up to 5 years) and present organizational affiliations, please include names of the organizations and your role in those organizations (please append additional sheet if necessary).

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Please list past (up to 5 years) and present memberships in Indigenous service, community, social, or civic groups. Please indicate whether you served as an Officer, Director, Committee Chair, or member (please append additional sheet if necessary).

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### **PURPOSE AND AVAILABILITY TO SERVE**

Please describe your interest in addictions treatment, and why you would like to join Amisk's Board of Directors (please append additional sheet if necessary).

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Amisk's Directors are required to attend all Board meetings (typically 2 to 4 hours), currently held once every 2 months. Absence from two (2) consecutive meetings per year or three (3) non-consecutive meetings per year will be considered resignation from the Board. Can you commit to attending the Board Meetings on a regular basis?  Yes  No

Some members will be asked to sit on committee(s) for which they are best-suited. Committee meetings may be held on a regular basis and as required. Can you commit to attending committee meetings should they be required?  Yes  No

Board members are expected to contribute to the overall well-being of the community and the organization. This may include meeting with funders, meeting with leadership of the community, and attending community activities as appropriate. Can you commit to supporting the organization and community in this way?  Yes  No

Board members are required to attend training sessions throughout the year (approximately 6 per year) in areas that are important to the optimal functioning of the Board. Some of the training will be online, others will be in-person. Some are brief (a couple of hours) while others are full day. Can you commit to attending all training sessions organized by the Amisk Board?  Yes  No

**SKILLS**

Which of the following skills or expertise can you contribute to the Board of Amisk?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Board development    | <input type="checkbox"/> Financial management        | <input type="checkbox"/> Change management                |
| <input type="checkbox"/> Evaluation           | <input type="checkbox"/> Standards and accreditation | <input type="checkbox"/> Strategic planning               |
| <input type="checkbox"/> Fundraising          | <input type="checkbox"/> Staffing / HR               | <input type="checkbox"/> Event planning                   |
| <input type="checkbox"/> Volunteer management | <input type="checkbox"/> Program development         | <input type="checkbox"/> Community networking             |
| <input type="checkbox"/> Facility management  | <input type="checkbox"/> Addictions treatment        | <input type="checkbox"/> Indigenous healing practices     |
| <input type="checkbox"/> Risk management      | <input type="checkbox"/> Proposal writing            | <input type="checkbox"/> Intergenerational trauma         |
| <input type="checkbox"/> Case management      | <input type="checkbox"/> Indigenous culture          | <input type="checkbox"/> Inter-governmental collaboration |

In addition to the skills listed above, please mention any other skills you possess that might benefit Amisk:

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**SIGNATURE AND DATE**

Please complete this application form by signing and dating it in the space provided below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Board of Directors Job Description

**Title:** Board Member

**Term:** Four years, with the potential of serving more than one term.

**Responsible to:** Responsible to the entire Board, reports to Board Chair

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### General Responsibilities:

1. Review, revise when necessary, and implement, Amisk's mission and vision.
2. Establish strategic purpose and direction for Amisk by participating in regular strategic planning of the board and monitoring organizational performance through key performance indicators.
3. Support Amisk's Executive Director by offering an appropriate level of supervision and by carrying out periodic evaluation of the Executive Director's performance.
4. Ensure adequate resources are available for the fulfillment of Amisk's mission, including working in partnership with the Executive Director, Amisk's funder, and Beaver Lake Cree Nation's leadership to raise funds and to secure resources as necessary.
5. Effective management of resources by supporting the development of the annual budget, by adhering to Amisk's fiscal policies, by ensuring that proper financial controls are in place, and by ensuring regular, transparent financial reports are made available to Amisk's stakeholders for review.
6. Strengthen Amisk's programs and services through ongoing program planning, monitoring and evaluation.
7. Enhance Amisk's public standing through the development and implementation of a comprehensive public relations strategy.
8. Ensure Amisk's legal and ethical integrity by establishing effective policies and bylaws and monitoring compliance.
9. Support the effective and efficient operation of the Amisk Board of Directors through timely recruitment and orientation of new board members, including but not limited to the development of transparent and balanced recruitment strategies, and annual board performance reviews.

### Specific Duties of Individual Board Members

1. Understand and support the mission of Amisk.
2. Understand and adhere to Amisk's policies, including conflict of interest, financial, and confidentiality policies.
3. Be familiar with Amisk's services, policies, procedures and programs.



4. Follow trends and important developments related to Amisk, its funders, and Beaver Lake Cree Nation.
5. Assist Amisk with fundraising initiatives as needed and required.
6. Serve on committees and occasionally volunteer for special assignments.
7. Regularly attend Board meetings and committee meetings.
8. Review agenda and supporting materials prior to Board and committee meetings.
9. Prepare well for meetings; review and comment on minutes and reports as necessary.
10. Be committed to active participation on the Board, with active engagement in it's ongoing business and committee work.
12. Develop and maintain a respectful and supportive working relationship with Amisk's Executive Director.
13. Develop and maintain a respectful and collegial working relationship with Amisk's funder and the leadership of Beaver Lake Cree Nation.
14. Follow policies and procedures regarding Board member communication and interaction with Amisk staff. Respect appropriate channels of communication and refrain from making inappropriate requests of Amisk staff.
15. Act as a good-will ambassador of Amisk.
16. Suggest possible nominees to the Board who can make significant contributions to the work of the Board and Amisk.
17. Contribute to making Board service a satisfying and rewarding experience for self and for fellow Board members.