



# BOARD OF DIRECTORS RECRUITMENT PACKAGE

2024- 2025



## INTRODUCTION

Established in 1983, First Light: St. John's Friendship Centre provides a wide range of programs and services rooted in the revitalization, strengthening, and celebration of Indigenous cultures and languages.

First Light is one of the fastest-growing Friendship Centres in Canada; with more than 90 employees working out of 7 locations in St. John's, Newfoundland and Labrador.

As an incorporated non-profit and registered charity, First Light is governed by a volunteer, Indigenous majority Board of Directors.

If you are interested in putting your name forward for election to the Board, we recommend that you **complete the Board Member Application Form, and submit it to First Light.**

Elections will take place at our Annual General Meeting, on Friday, October 25, 2024.

Applications may be submitted by email to Elizabeth Anderson, First Light's Executive Assistant ([elizabeth@firstlightnl.ca](mailto:elizabeth@firstlightnl.ca)).





# SUMMARY

## MISSION

To deliver transformative programs and services that empower, uplift, and support Indigenous communities and nations in ways that promote good relations between all. Through advocacy, research, and social entrepreneurship, we foster inclusive environments that unite Indigenous and non-Indigenous peoples, promote social well being, and drive sustainable change. Guided by principles of trust, respect, and friendship, we aim to build a brighter future where Indigenous Peoples thrive and flourish, leaving a profound and lasting legacy for generations to come.

## VALUES

At First Light, we work towards our mission through a commitment to the following values and beliefs:

### **RESPECT**

Considering community collectivity and collaboration to be fundamental ways of life; this extends to our vision of land stewardship, our relationship with all forms of life and our interdependence. We value and respect collective and individual human rights.

### **SELF-DETERMINATION**

Recognizing the right to autonomy in matters that affect our lives and communities; the fundamental right to shape our success and determine how success is defined.

### **INTERGENERATIONAL RESPONSIBILITY**

Taking a long-term view and consider the impact of our actions on the environment, the community, and future generations to come.

### **INCLUSIVENESS**

Prioritize creating a welcoming and inclusive environment for all members of the community, regardless of their background, identity, or beliefs.

### **WELL-BEING**

Viewing health and wellness in a holistic way, considering the physical, mental, emotional, and spiritual aspects of a person's well-being.

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## EQUITY

Recognizing and addressing systemic inequalities, and ensuring that all members of the community have an equal chance to thrive.

## INNOVATION

Recognize the importance of adapting to a changing world and finding new ways to meet the needs of the community, while being responsible stewards of resources.

## STRATEGIC GOALS

Launched in fall of 2023, our **Strategic Plan** was developed in consultation with Kingfisher Consulting; resulting in seven bundles outlining several objectives:



Our senior leadership team is working towards presenting the progress of this plan to the Board of Directors on a regular basis. You can more about our Strategic Plan, [here](#).



## OUR FOCUS

With Indigenous culture and community at the heart of everything we do, our strategy wheel represents a holistic approach to empowering the Urban Indigenous Community and building a more just and equitable society. By focusing on key areas such as health, housing, education, arts, recreation, early learning childcare, and advocacy, we strive to address the complex challenges faced by Indigenous communities. Our commitment to sustainability, empowerment, and effectiveness ensures that our initiatives are long-lasting, impactful, and responsive to the needs of our community. Operationally, the organization has 4 distinct teams:

### CORE SERVICES

4 areas that provide programming and services to the urban Indigenous community:

- Arts and Recreation
- Housing, Justice and Social Supports
- Health Services
- Early Learning and Childcare

### ADVOCACY

4 areas that are working to educate, and advocate for the urban Indigenous community:

- Cultural Diversity Training
- Research
- Policy Development
- First Voice (Urban Indigenous Coalition)

### ORGANIZATIONAL EFFECTIVENESS

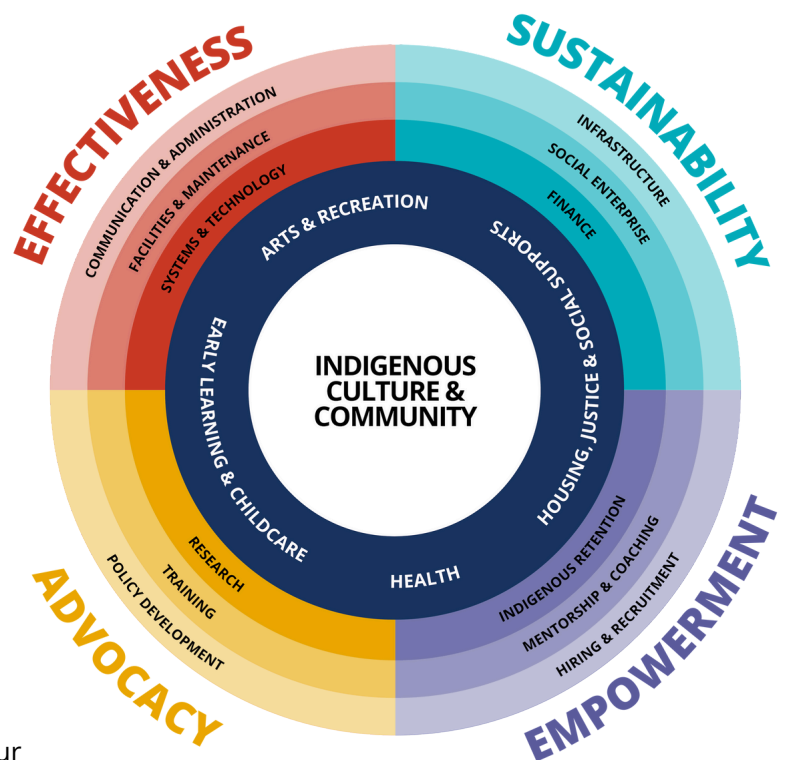
Team that provides an effective workplace for our staff to serve the urban Indigenous community:

- Administration
- Facilities (Maintenance and Housekeeping)
- Information Technology (I.T.)
- People Development and Recruitment
- Marketing and Communications
- Health and Safety

### SUSTAINABLE GROWTH

Team that drives the organization's commitment to environmental, social and economic sustainability:

- Financial oversight
- Stakeholder relations
- Infrastructure projects





## FINANCIAL OVERVIEW

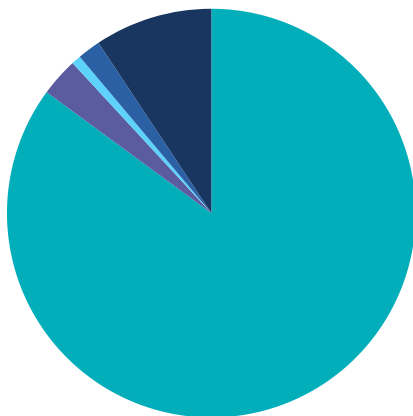
First Light receives annual core funding through the National Association of Friendship Centres. In 2023-24, The Centre leveraged \$34.48 for every dollar received from core federal funding.






Other sources of revenue include Indigenous Services Canada, Eastern Health, Newfoundland and Labrador Housing Cooperation, Health Canada, Employment and Service Development Canada, and various provincial and federal funding agreements.

First Light utilizes a social enterprise model across several service delivery platforms including transitional and supportive housing, the First Light Childcare Centre, Medical Transportation Program, Centre for Performance and Creativity, Indigenous Cultural Diversity Training and the Lunar Inn.

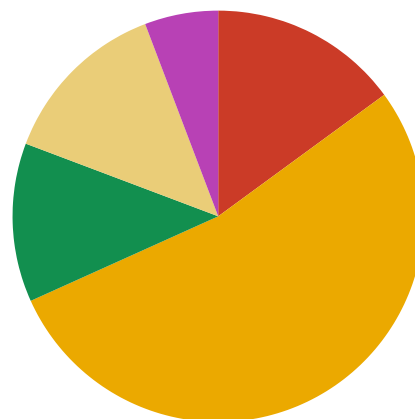
The following summary outlines First Light's revenues and expenditures for the most recent fiscal year. Please note that due to ongoing construction projects at two of our major locations, our deferred revenue reflects the funds carried over to complete these initiatives. For a detailed breakdown, please refer to our audited financial statements.






### Revenues



 Third Party Grants	<b>85.1%</b>
 Self-Generated Income	<b>9.3%</b>
 Interest Income	<b>1.8%</b>
 Donations	<b>0.7%</b>
 Amortization of Deferred Capital Contributions	<b>3%</b>

### Expenditures



 Salaries and Benefits	<b>53.3%</b>
 Buildings and Vehicles	<b>14.9%</b>
 Training and Travel	<b>5.8%</b>
 Programs and Events	<b>13.5%</b>
 General Organization Expenses	<b>12.5%</b>



# BOARD OF DIRECTORS

The Board of Directors is an integral group of individuals who steer First Light toward a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as ensuring the nonprofit has adequate resources to advance its mission.

## VACANCIES - FALL 2024

The following positions are available for nominations, followed by an election at the AGM if required:

**3 Board Members**  
Aged 19+ | 3-year terms

**1 Youth Member**  
Aged 16-30 | 3-year term

## QUALIFICATIONS

The ideal candidate will have the following qualities:

- Commitment to the mission, vision and strategic direction of First Light;
- Experience with executive leadership and community engagement;
- Accomplished in the corporate, government or not-for-profit sectors;
- Must reside on the Avalon Peninsula;
- Personal qualities of integrity, credibility, and a knowledge and awareness of Indigenous culture;
- Willingness to commit to a three-year term (unless 1 year remaining in vacant position);
- Skilled at diplomacy and relationship-cultivation; and
- Expertise in an area of: law, accounting, marketing, administration, research, business, human resources, financial management, or those who are community leaders inspired by cultural preservation, community engagement, and sustainable economic practice.



## COMPOSITION

First Light's Board of Directors consists of nine (9) to twelve (12) Board Members with the following requirements in accordance with our **General Bylaws & Articles of Association**:

- One (1) youth (thirty years or less throughout their term), who must be Indigenous;
- One (1) Elder, who must be Indigenous; and
- At least half of the remaining Directors must be Indigenous.

## CURRENT BOARD OF DIRECTORS

<b>ELDER</b>	Emma Reelis
<b>PRESIDENT</b>	Blair Benoit
<b>VICE-PRESIDENT</b>	Catherine Fagan
<b>TREASURER</b>	David Works
<b>SECRETARY</b>	Hasan Hai
<b>YOUTH MEMBER</b>	Sophie Bennett
<b>MEMBER</b>	Lisa Smith
<b>MEMBER</b>	Patricia Keough
<b>MEMBER</b>	Stuart Gill
<b>MEMBER</b>	Margaret Cranford
<b>MEMBER</b>	Charlotte Jewczyk





# AVAILABLE POSITIONS

## BOARD MEMBER

### TIME COMMITMENT

Approximately two to five (2-5) hours per month depending on circumstances, committee involvement, and/or special events.

### ATTENDANCE REQUIREMENT

In accordance with the **General Bylaws & Articles of Association**, Board Members should not miss more than two (2) meetings per year.

### TERM

In accordance with **General Bylaws & Articles of Association**, a Board Member position is a three (3) year term.

### DUTIES, RESPONSIBILITIES & EXPECTATIONS

- Ensures a system is in place for effective management of the organization's records;
- Is sufficiently familiar with legal documents (articles, bylaws, etc.) to note applicability during meetings;
- Know the organization's mission, policies, programs, and needs;
- Read and understand the organization's financial statements;
- Serve as active advocates and ambassadors for the organization
- Leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission;
- Help identify personal connections that can benefit the organization's standing and can influence public policy;
- Prepare for, attend, and participate in board meetings; and
- Participate fully in any committees assigned.



# YOUTH MEMBER

*Must be of Indigenous descent and between the ages of 16-30.*

## **TIME COMMITMENT**

Approximately two to five (2-5) hours per month depending on circumstances, committee involvement, and/or special events.

## **ATTENDANCE REQUIREMENT**

In accordance with the **General Bylaws & Articles of Association**, should not miss more than two (2) meetings per year.

## **TERM**

In accordance with the **General Bylaws & Articles of Association**, the Youth Member position is a three (3) year term, with a maximum of three (3) consecutive terms.

## **DUTIES, RESPONSIBILITIES & EXPECTATIONS**

- Represent the organization at the Youth Forum and Annual General Meeting of the National Association of Friendship Centres as it's youth representative;
- Learn from other members on the board in preparation to transition into an ordinary member or executive role, or to serve as a board member of another organization;
- Performs other responsibilities as assigned by the Board; and
- All other duties as outlined in the Board Member role.