



# ST. FRANCIS ADVOCATES

*Dedicated to Making a Difference*

**Main Office:** 7346 Arkona Road  
P.O. Box 218 Arkona, ON N0M 1B0  
**Phone:** 519-828-3923 **Fax:** 519-828-3927  
[www.mysfa.org](http://www.mysfa.org)

## BOARD OF DIRECTORS – RECRUITMENT INFORMATION

### OVERVIEW

St. Francis Advocates (SFA) is a not-for-profit charitable organization funded by the Ontario Ministry of Children, Community and Social Services.

**Our Vision** is “inclusive and respectful communities where people live, work and look forward to the future together”.

**Our Mission** is “providing innovative, creative, personalized and progressive services to people with Autism and Developmental Disabilities”.

The primary mandate of SFA is to provide support for adults who have autism and/or other developmental disabilities. We support individuals living in Windsor-Essex, Chatham-Kent and Sarnia-Lambton.

### HISTORY

- St. Francis Advocates (SFA) was established in 1984 to advocate for people with Autism and their families.
- SFA’s name was taken from history regarding St. Francis of Assisi – due to St. Francis’s love of animals and fruits of nature and his constant need to protect them. Because our first location incorporated farm animals into the support and care of individuals, the founders felt this to be an appropriate name for the agency.
- Our first residence was established on a 25 acre farm, south of Petrolia in October 1989
- Today, SFA provides support in 3 counties (Windsor- Essex, Chatham-Kent and Sarnia-Lambton) we operate twelve (12) homes, a Supported Independent Living (SIL) Program, a Stepping Stones Program and provide other supports and services to individuals and their families who have been allocated individualized funding.



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## GOVERNANCE FRAMEWORK

The Board of Directors of SFA is comprised of a minimum of five (5) members with a cross section of legal, social services, education, business management, public relations and financial experience. The roles, responsibilities, authority and accountability of the Board of Directors are outlined in legislation, Letters Patent, Bylaws and Governance Policies and Procedures.

The primary functions of the Board of Directors of SFA are as follows:

### 1. PLANNING FUNCTION

- Define, review and approve the organizational vision, mission and values within which the board expects the organization to operate
- Approve a strategic plan identifying priorities, goals and objectives
- Carry out the strategic priorities in compliance with governance policies
- Monitor strategic performance
- Annual General Meeting & recruitment and approval of new Board Members

### 2. POLICY FUNCTION

- Develop, implement and monitor governance policies and procedures
- Delegate authority to the Executive Director for the formulation and compliance of operational policy within legislative and organizational mandate
- Hold the Executive Director accountable for the overall effectiveness of operational policy and procedures and the Strategic Plan

### 3. PERFORMANCE MONITORING FUNCTION

- Select and support the Executive Director, who has been delegated responsibility for managing the organization
- Review and regularly evaluate the performance of the Executive Director against the achievement of specific outcomes including the use of the strategic plan as part of the annual performance evaluation
- Approve annual operating budget, capital budget and fundraising targets
- Seek and secure sufficient resources for the organization to adequately finance its programs
- Account to the public and to funders through the Executive Director, for the performance and resources of the organization, including the an annual audit



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## 4. PERFORMANCE MANAGEMENT FUNCTION

- Regularly review the overall quality of services to ensure that they are responsive to the needs of individuals supported, families and communities
- Represent the organization and its services to the community
- Review the performance of the Board of Directors on an annual basis
- The term of a board member is three (3) years and a maximum of three (3) consecutive terms may be served.
- All board members are required to participate in an orientation process.
- Board development opportunities are provided on a regular basis.
- The Board of Directors of SFA meets a minimum of four (4) times a year; on average the board will convene 8-10 per year
- Board meetings are held in a location convenient for the members.
- Board members may participate in-person, by teleconference or by videoconference.
- Typically, board meetings are 2.5 hours in length but vary from time-to-time.

## BOARD MEMBER ELIGIBILITY CRITERIA

Potential applicants for the Board of Directors of St. Francis Advocates must meet the following eligibility criteria as specified in legislation and the governing documents of SFA.

- Directors must be at least 18 years old.
- Endorse the mission, vision and values of SFA.
- Reside or be employed in the geographic area that SFA serves.
- Undischarged bankrupts are not eligible to serve as a member of the Board of Directors.
- Employees, Spouse of Employees are not eligible to serve on the Board of Directors.
- Board members or employees of community agencies currently funded by the Ministry of Children, Community and Social Services to provide developmental services are not eligible to serve on the Board of Directors.



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## CONDITIONS OF APPLICATION

The conditions of appointment to the Board of Directors of St. Francis Advocates include the following expectations:

- Commit to a minimum of 6 hours per month to perform board and committee duties
- Be able to attend monthly meetings or participate by teleconference or videoconference
- Fulfill the requirements and responsibilities of a board member as outlined in legislation, bylaws and governance policies of SFA
- Obtain a Police Reference Check for the Vulnerable Sector
- Sign a Confidentiality Agreement and Declaration of Conflict of Interest

## APPLICATION PROCESS

To apply to the Board of Directors for SFA, interested individuals are required to complete an application and attach a resume.

Applications may be submitted by email or mail to:

**Patricia Sloan**  
President, Board of Directors  
St. Francis Advocates  
7346 Arkona Road  
PO Box 218  
Arkona, ON N0M 1B0  
Email: [patricia.sloan@mysfa.org](mailto:patricia.sloan@mysfa.org)

## FURTHER INFORMATION

If you require more information about the application process, please contact: Jean Paul Caza, Executive Director by telephone at 519-828-3923 x. 123, or by email at [jp.caza@mysfa.org](mailto:jp.caza@mysfa.org).