



St. Stephen's College

EXPLORE • CREATE • TRANSFORM

Board of Governors Member Application

St. Stephen's College



Hello! You have received this information as you have been identified as someone in the community that may wish to explore with us the potential of becoming a board member for St. Stephen's College.

We hope that you will take this opportunity to learn more about the college, the role of the board, and how you as a member can positively impact the future of our students, their fields of study and theological education.

This application is the initial step in the process of becoming a new board member; a meet and greet with Executives of the board, and board invitation round out the process.

Should you determine that you have an interest in exploring a board position with St. Stephen's College, please complete this application, and forward it to the Office of the Principal and Dean at 8810 112 Street NW, Edmonton, AB, T6G 2J6, or via email to st.stephens@ualberta.ca.

Thank you for your interest in a potential member position within the Board of Governors of St. Stephen's College!

St. Stephen's College
Board of Governors, Recruitment Committee



Our Mission

To be a multi-faith community that offers sacred spaces for learning and transformation.

Our Vision

St. Stephen's College holds a creative vision of transformative theological and professional education. It is a community of people seeking to explore the spiritual complexities of human life and to meaningfully integrate this learning in society and the world.

Our Purpose

The purpose of St. Stephen's College is to conduct and maintain an academic institution specializing in the exploration and understanding of the spiritual complexities of human life. To this end we offer for-credit academic and professional degrees, diplomas, and certificate programs, and not-for-credit educational opportunities for the wider community.



We seek to achieve these through...

- Inclusivity and justice in language and practice for all persons, regardless of race, creed, gender, sexual orientation and sexual identities, or physical abilities;
- Commitment of social justice and ecological responsibility;
- Honoring and understanding the need to be in care of one another;
- Resiliency and creativity in the presence of a constantly changing social climate;
- Consultative ethos, including academic planning and decision-making processes characterized by open communication, widespread consultation, and transparency;
- Mutual respect for and honouring of diverse cultures, locally and abroad;
- Openness to risk-taking, innovation and flexibility in offering of programs, in our relationship to the communities around us, and in supporting faith communities as they undertake theological reflection;
- Shaping of our theology by the contexts in which we live and work and have our being, and solidarity with those who suffer;
- Financial stability and accountability.

Our Students Say

"I truly believe that St. Steve's is producing a model that has the potential to revolutionize theological education. The diversity here is insane [sic] - Christians, Muslims, Atheists, Pagans, Indigenous etc. Somehow we all become family in the deepest sense without losing our personal and spiritual identities."

- Autumn (DMin)

Our Faculty Say

"I think people who have lots of questions would benefit by coming here. People that are really intensely interested in life, curious about life, and interested in self reflection and learning about themselves and what life really means to them"

- Lori S. (Associate Faculty)

Our Roots

As population numbers increased in Edmonton in the early 1900's, the Methodist Church saw the need for an institution of higher learning and established "Alberta College" in 1903 to offer high school, business, and arts courses. With the population growing, the need for clergy was also increasing, and so in 1908 Alberta College formed a Faculty of Theology - at the same time crossing the North Saskatchewan River into the then-City of Strathcona to join in founding the University of Alberta. In 1927, through the merging of Alberta College South and Robertson College, the United Church of Canada formed St. Stephen's College.

Now into our second century, although we no longer train clergy, we continue to celebrate those roots by growing into a broader multi-faith community that equips all persons of spirit to meet the opportunities and challenges of life in the 21st Century.

Our Departments and Programs

Department of Theology

- Graduate Certificate in Theological Studies
- Master of Theological Studies
- Bachelor and Master of Theological Studies in Diaconal Ministry
- Doctor of Ministry
- Doctor of Ministry specialization in Supervisory Education
- UAlberta Credit Courses in Theology

Department of Psychotherapy and Spirituality

- Master of Psychotherapy and Spirituality
- Master of Psychotherapy and Spirituality - Art Therapy Specialization
- Post-Master's Art Therapy Certificate
- UAlberta Credit Courses in Psychotherapy and Expressive Arts

GOVERING BOARD MEMBER RESPONSIBILITIES

Time Commitment

Board meetings are held once a month from September to June for usually 3.5 hours, typically on the 2nd Monday of the month starting with dinner at 5:00pm. In addition each board member is expected to attend an annual 8 hour retreat. Each member is also strongly encouraged to serve on a committee that may meet anywhere from 8-12 additional hours throughout the year. Board members are also asked to attend special college sponsored events throughout the year. Membership is for a two year term with an option to renew.

Typical Board Member Responsibilities

Ensure effective planning. Boards must actively participate in an overall strategic planning process and assist in implementing and monitoring the plan's goals.

Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate on-going financial resources for the college to fulfill its mission.

Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensure that proper financial controls are in place.

Enhance the organization's public standing. The board should clearly articulate the college's mission, accomplishments, and goals to the public and garner support from the community.

Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Hire, support, and evaluate the Principal and Dean. The board should ensure that the Principal and Dean has the moral and professional support he or she needs to further the goals of the college.

Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.



In partnering with St. Stephen's College as a board member, you can feel confident your contribution will make a meaningful, lasting impact on our community and in the individual lives of many.

Board Legal Duties

Duty of Care requires leaders to use reasonable care and good judgment in making their decisions on behalf of the interest of the college.

Duty of Loyalty requires leaders to be faithful to the college, avoiding conflicts of interest.

Duty of Compliance requires leaders to assent to governing documents. (i.e. bylaws, article of incorporation, policies etc.)

St. Stephen's College enjoys a rich history, dating back over a century. We are leaders in the innovative exploration of a new emerging understanding of Theological Education.

A leading institution requires a strong and diverse governing board, and this is achieved by attracting successful and quality business and community leaders. Do you see yourself in this positive image? If so, we might have the right seat for you!

WHY SERVE?

HAVE AN IMMEDIATE AND LASTING IMPACT

GAIN EXPERTISE ON COMPLEX ISSUES

BUILD VALUABLE NETWORKS AND RELATIONSHIPS

GROW AS A LEADER THE ONLY WAY YOU CAN - THROUGH EXPERIENCE

COMMUNITY RECOGNITION

CHANNEL CREATIVE ENERGY

THE NEED IS GREAT, IF NOT YOU, WHO?



Governing Board Member Application and Questionnaire

Please complete the entire form and submit it to: Office of the Principal and Dean,
8810 112 Street NW, Edmonton, AB, T6G 2J6 or via email at
st.stephens@ualberta.ca

Personal			
First	Middle	Last	Preferred
Address			
Primary Phone	Alternate Phone	Email	
Employer		Title	
Employer Address			
Type of business or organization			
Have you ever been convicted, plead guilty or plead no contest of a crime? (if yes, please explain)			

Education	
Institution	Degree and Major
Institution	Degree and Major

Memberships & Volunteering		
Please list your past and present memberships on boards, committees and organizations: (business, civic, community, fraternal, recreational, religious, and social)		
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service
Organization	Role/Title	Date of Service

Please list notable achievements in your service to the organizations listed:

Please describe your other volunteer experience:

Please list your fundraising experience:

What is your experience with St. Stephen's College?

Why are you interested in serving as a board member?

Although our roots are UCC, we are inclusive of all faiths. Is this situation comfortable for you?

Please mark the skills and/or interest you bring to our board:					
<input type="checkbox"/>	Reading Financials	<input type="checkbox"/>	Business Management	<input type="checkbox"/>	Accounting
<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	Grant Writing
<input type="checkbox"/>	Administration	<input type="checkbox"/>	Outreach/Advocacy	<input type="checkbox"/>	Non-profit Experience
<input type="checkbox"/>	Community Service	<input type="checkbox"/>	Leadership Development	<input type="checkbox"/>	Law/Legal Issues
<input type="checkbox"/>	Policy Development	<input type="checkbox"/>	Real Estate	<input type="checkbox"/>	Banking
<input type="checkbox"/>	Program Development	<input type="checkbox"/>	Information Technology	<input type="checkbox"/>	Web Design
<input type="checkbox"/>	Public Relations	<input type="checkbox"/>	Strategic Planning	<input type="checkbox"/>	Event Planning
<input type="checkbox"/>	Campaign Planning	<input type="checkbox"/>	Education/Instruction	<input type="checkbox"/>	Medical/Healthcare
<input type="checkbox"/>	Membership Growth	<input type="checkbox"/>	Marketing/Social Media	<input type="checkbox"/>	Adult Learning
Other unique talents or skill sets you bring as a board member?					
<p>Time Commitment: Board meetings are held once a month from September to June for usually 3.5 hours, typically on the 2nd Monday of the month at 5:00pm. In addition each board member is expected to attend an annual 8 hour retreat. Each member is also strongly encouraged to serve on a committee that may meet anywhere from 8-12 additional hours throughout the year. Board members are asked to attend special events throughout the year. Can you reasonably commit this amount of time?</p>					

Please list three references:		
Name	Relationship	Phone Number
Name	Relationship	Phone Number
Name	Relationship	Phone Number

Optional: attach CV

Board Members Expectations

To be signed upon acceptance of member offer

To help the college be successful and to be a valued board member, I will keep the following as my expectations:

I am responsible for the stability and development of St. Stephen's College. As a member of the Governing Board, I pledge to help carry out the mission of the college.

I am responsible to review, approve, and monitor the annual budget.

I am responsible to take an active role in fundraising for the organization. Along with my other board members accept the responsibility of meeting the annual campaign goal as established in the budget.

I am responsible to understand the legal aspects of the college and to ensure proper policies are established and monitor implementation of these policies.

I agree to give annually what is for me a significant financial donation.

I understand that board service will involve a commitment of my personal time, talent, and energy.

I will be active on one or more committees.

I understand that my attendance at board and committee meetings is crucial to the progress of the college and will commit to be present 80% of the time.

I understand that the day to day operation of the college is the responsibility of the administration, faculty, and staff.

I agree to keep confidential any sensitive information shared at board or committee meetings, or in conversations with administration, faculty, staff or other board members.

As a member of the board, I pledge to carry out this agreement to the best of my ability and to trust and encourage my fellow board members to do likewise.

College Staff Support to the Board

I will be provided with appropriate financial information that allows me to make sound fiscal decisions which ensures the college's financial health.

I will be provided statistical and analytical reports on the students, programs, and courses of the college to aid board members in making informed policy decisions.

These responsibilities I accept in good faith as a member of the St. Stephen's College Board of Governors.

ONLY TO BE SIGNED UPON ACCEPTANCE OF MEMBER OFFER

Board Member Signature

Date
