Wah Pow Healing and Wellness Society

Board of Directors Position Recruitment Callout

Date: June 30th, 2025

Wah Pow Healing and Wellness Society (WPHWS) is a federally incorporated non-profit organization that oversees the operation of the Wah Pow Healing Lodge located on Beaver Lake Cree Nation ("the Nation") in Treaty 6 Territory, approximately 200km Northeast of Edmonton.

The Wah Pow Healing Lodge is a NNADAP-funded treatment program that offers a 20-bed, 60-day residential treatment program to adults with addiction. Operational since 1984, 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, Wah Pow adopts a holistic 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, Wah Pow's mission statement reads as follows:

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

Wah Pow is now looking for passionate, enthusiastic, knowledgeable, and responsible individuals to join the Board of Directors that will guide its governance.

Composition of the WPHWS Board of Directors

The Board will consist of Directors that represent diverse knowledge and experience in the areas of health services and addiction treatment. Special consideration will be given to those applicants with experience in Indigenous addiction 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 WPHWS Board of Directors

Each Director shall:

- be at least 18 years of age;
- be addictions free;
- be committed to the mission of WPHWS;

- not hold a paid position, and not enter into a contract for services, with the Wah Pow 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 WPHWS Board of Directors' duties 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 WPHWS 's Board of Directors, please submit: **(1) a cover letter**, **(2) the completed "Application for Nomination to the WPHWS Board of Directors" form** included in this package, and **(3) a current resume with three (3) references** via mail or email to:

Corinne Lewis-Coutre
Executive Director, Wah Pow Healing Lodge
Box 1648, Lac la Biche
Alberta T0A 2C0
Fax: 780-623-4523
Email: Executive.Director@wahpow.ca

Regardless of methods of submission, all documents must be received **by 4:30 pm, July 16, 2025** for the application to be considered.

Questions regarding this callout package and/or regarding the WPHWS can be directed to **Corinne Lewis-Coutre** via telephone (**780 623-2553**) or email (**Executive.Director@wahpow.ca**).

The WPHWS Board of Directors 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 July 23 and 25, 2025.**

Those shortlisted for the interview should be prepared to participate in an online interview on **July 29 or 30.** Interviews will be recorded and reviewed by the WPHWS Board of Directors; the successful nominee **will be notified by August 13, 2025**.

Application for Nomination to the WPHWS Board of Directors

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 an additional sheet if necessary).

_____

_____

_____

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 an additional sheet if necessary).

_____

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PURPOSE AND AVAILABILITY TO SERVE

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

_____

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_____

Board members are required to attend Board meetings. Can you commit to attending Board meetings regularly? ❑ Yes ❑ No

Board members may be asked to sit on committee(s) for which they are best suited. Committee meetings will be held regularly and/or 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 the leadership of the Nation and attending Nation activities as appropriate. Can you commit to supporting the organization and Nation in this way? ❑ Yes ❑ No

Board members are required to attend training sessions throughout the 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 days. Can you commit to attending training sessions organized by the WPHWS Board? ❑ Yes ❑ No

SKILLS

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

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

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

_____

_____

Insert here "References" and allow spaces for name, phone number, and email address.

SIGNATURE AND DATE

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

_____ _____

Signature Date

Board of Directors Duties

Title: **Board Member**

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

Responsible to: Responsible to the entire Board, reports to Board President.

General Responsibilities:

1. Review, revise when necessary, and implement, WPHWS's mission and vision.
2. Establish strategic purpose and direction for WPHWS by participating in regular strategic planning of the board and monitoring organizational performance through key performance indicators.
3. Support the Wah Pow Healing Lodge Executive Director by offering an appropriate level of supervision and by carrying out periodic evaluations of the Executive Director's performance.
4. Ensure adequate resources are available for the fulfillment of WPHWS's mission, including working in partnership with the Executive Director, WPHWS's funder, and Beaver Lake Cree Nation's leadership to raise funds and secure resources as necessary.
5. Effective management of resources by supporting the development of the annual budget, adhering to WPHWS's fiscal policies, ensuring that proper financial controls are in place, and ensuring regular, transparent financial reports are made available to WPHWS's stakeholders for review.
6. Strengthen WPHWS's programs and services through ongoing program planning, monitoring, and evaluation.
7. Enhance WPHWS's public standing through the development and implementation of a comprehensive public relations strategy.
8. Ensure WPHWS's legal and ethical integrity by establishing effective policies and bylaws and monitoring compliance.
9. Support the effective and efficient operation of the WPHWS 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 WPHWS.
2. Understand and adhere to WPHWS and Wah Pow Healing Lodge's policies, including conflict of interest, financial, and confidentiality policies.
3. Be familiar with Wah Pow Healing Lodge’s services, policies, procedures, and programs.

4. Follow trends and important developments related to WPHWS, its funders, and Beaver Lake Cree Nation.
5. Assist WPHWS with fundraising initiatives as needed and required.
6. Serve on committees and occasionally volunteer for special assignments.
7. Regularly attend Board and committee meetings.
8. Review agendas and supporting materials before 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 its ongoing business and committee work.
12. Develop and maintain a respectful and supportive working relationship with the Healing Lodge's Executive Director.
13. Develop and maintain a respectful and collegial working relationship with the Healing Lodge's funder and the leadership of Beaver Lake Cree Nation.
14. Follow policies and procedures regarding Board member communication and interaction with the Healing Lodge staff. Respect appropriate channels of communication and refrain from making inappropriate requests of the Healing Lodge staff.
15. Act as a goodwill ambassador of WPHWS.
16. Suggest possible nominees to the Board who can make significant contributions to the work of the Board and WPHWS.
17. Contribute to making Board service a satisfying and rewarding experience for oneself and fellow Board members.