



It's greater than one meal



OUR STORY...

For over 80 years, the Christmas Bureau has been providing festive meals to Edmontonians in need. Rooted in community and compassion, our organization is connected to over 100 social service agencies, community partnerships, and 800+ volunteers.

In 2023, we served over 55,000 Edmontonians, ensuring they could experience the joy of a family meal during the holiday season.

As the cost-of-living increases and grocery prices continue to rise, we know that more and more of our neighbours are struggling to make ends meet every day. We believe that Christmas is one day that should be an opportunity to pause and experience the joy of a family meal without the stress of how to pay for it.

While Christmas is one day, we know that the impact of Christmas Bureau services lasts well beyond the holiday season; it really is so much greater than one meal. Your partnership provides the opportunity to share the Joy of Giving with your partners and clients, while breaking bread.

Together, we bring joy to the table for those who need it most.

YOUR IMPACT

55,346



people helped during the holidays



Food Hamper Program

In 2023, we processed and approved 17,694 applications



Adopt-A-Teen Program

In 2023, we helped 6,375 teens receive a gift card

50+

community events



8,600 volunteer hours
5,700 intake hours



"Thanks to the support we received from the Christmas Bureau, we could actually enjoy our holidays and when I think of last Christmas, I remember the warmth and the joy we felt in our home and I am thankful for a community that helped me to be a safe space for my daughter."

- Lonnie

12.8M
digital impressions



Total Funds Raised

\$2.0M



total agency partnerships

155





Accredited
IMAGINE
CANADA



See for yourself here



BOARD OF DIRECTORS RECRUITMENT PACKAGE

THE BOARD OF DIRECTORS

Our Board of Directors is a volunteer-based Governance Board comprised of professionals from varying industries including tech, government, corporate, post-secondary, and local entrepreneurs. The role of the Board is to:

- Develop the organization's mission, mandate, vision and strategic direction, and goals
- Complete yearly review of the strategic direction and goals
- Establish and monitor governing policies and practices
- Establish and monitor annual work plans and budgets providing a strong financial oversight
- Provide effective governance to ensure organizational sustainability and resilience
- Promote and support the Christmas Bureau mission, mandate and purpose

THE ROLE

Successful candidates will be able to demonstrate their support of the Christmas Bureau's mission, mandate, values, and principles through the following actions:

- Attendance at Board/Committee meetings, orientation, planning, and evaluation sessions
- Active promotion and support of the Christmas Bureau's events and activities
- Open and honest participation in Board's deliberations and decisions
- Knowledge and cultural understanding of the marginalized communities that we serve
- Time for all Board duties and related activities (3-4 hours per month)

Focus for this recruitment period will be on individuals who reflect the communities that we are serving, ensuring a diversity of perspectives and thoughts on how to best serve our clients.

Experience in any of the following areas would be an asset:

- Not-for-profit experience
- Financial/accounting background
- Human Resources background
- Cultural competence and knowledge of different cultural practices and world views

THE PROMISE

- Directors are elected for a term of 3 years with an option to renew for 2 additional three-year terms.
- Directors attend monthly meetings, held on the first Thursday of the month from 12:00 pm to 1:30 pm. On average there are (8) board meetings throughout the year.
- Each Director will be a member of at least one committee.
- Additional commitments include at least 8 hours of volunteer work per calendar year, attending an annual board planning retreat, training/information opportunities, and volunteering at events where possible.



BOARD OF DIRECTORS RECRUITMENT PACKAGE

WHAT'S IN IT FOR ME?

- Opportunity to give back to the community, including seniors, families, and youth
- Leadership and mentorship opportunities
- Experience working on a not-for-profit governance board
- Effective use of your expertise and experience
- Networking opportunities
- Fun events (and dedicated people)

NEXT STEPS

Interested candidates are required to submit a resume highlighting your experience and a cover letter expressing interest. The Nominations Committee will accept applications for Board positions by October 31, 2024. Selected candidates will be invited to the Board of Directors meeting on February 6, 2025.

Your application package should include:

- Cover letter outlining your interest in serving on the Board of Directors and which board committees you would be interested in.
- Resume
- Two references

Please submit your application package via email to:

- Tracey Chandler
- Email: mail@christmasbureau.ca
- Subject line: CBE Board of Directors

For additional information about the Board of Directors recruitment, please contact Adam Zawadiuk, Executive Director at adamz@christmasbureau.ca or by phone at 780-414-7682. For more information about the Christmas Bureau of Edmonton, visit us at christmasbureau.ca

Christmas Bureau of Edmonton
8723 - 82 Ave NW
Edmonton, AB T6C 0Y9
780-421-9627 (XMAS)
mail@christmasbureau.ca

The Standards Program
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