



Dear Prospective Board Member,

Thank you for expressing interest in becoming a member of the Estevan Early Years Family Resource Centre (EEYFRC) Board of Directors.

The EEYFRC was founded in 2002 by the Estevan Council for Prevention of Child Abuse, along with community members. For 20 years, the EEYFRC was funded through grants, corporate and community donations, such as Estevan United Way, and fundraisers. In 2021, the EEYFRC partnered with Southeast Cornerstone School Division, establishing core funding from the Ministry of Education, for programming and resources for ages 0 to 5. Since 2021, the EEYFRC has grown to have two full-time staff; alongside staff from the Southeast Cornerstone School Division, and part-time staff as needed through the school year and over the summers.

With all of these recent changes, the Board is currently in transition and improving its governance and procedures to ensure the organization's long-term success. Averaging about 1000 plus visits per month, the EEYFRC is on a steady path of increasing attendance and becoming an example of a non-profit leader in the community.

The role of the EEYFRC Board is to provide strategic leadership, financial oversight, management of the Executive Director, and assist in fundraising/volunteering as needed. Currently, the Board is working on building a better Board; meaning we're working on developing Board policies and procedures to ensure success of the EEYFRC continues for years to come.

We are always happy to welcome new members to the Board. Prior to making this commitment, however, you may wish to check out our website (www.estevanfamilycentre.ca) if you haven't already, and we ask that you carefully review the enclosed documents:

1. Expectations of Board Members and Board Contact Information
2. Objects of the Board of Directors of the EEYFRC
3. Candidate Application Form

Members of the Board of Directors are asked to commit their time and energy to the EEYFRC throughout the year, through attending meetings, email communications, and other duties as requested. Meetings are held six times per year; September, November, January, March, May, with an Annual General Meeting held in June.

Our Annual General Meeting for 2025 will be held on **June 10, 2026 at 6:00pm** at the EEYFRC (255 Spruce Drive). If you submit an application, please ensure you can be at the meeting.

If you have any questions, please call me at 306-209-6389 or email me at merissa_scarlett@hotmail.com. You can also reach out to any other members of the Board or Sara Pippus, the Executive Director at 306-634-7233, we look forward to hearing from you!

Merissa Scarlett

Merissa Scarlett
Chair of the Board of Directors of the EEFRC

Expectations Of Board Members

- Must uphold all the By-laws, Mission and Vision of the EEFRC.
- Participate actively in Board meeting discussions by coming prepared to the meeting.
- Assist with volunteering or events at the EEFRC as needed.
- Keep all matters discussed at Board meetings confidential.
- Agree to the following commitments:
 - Term of Office: Two years
 - Board meetings: September, November, January, March, May, and June
 - Must attend a minimum of a third of the meetings (4/6) whether in-person or virtually.
 - Respond to email motions and questions/inquiries of the Board Chair and Executive Director in a timely manner

Board Meeting Information:

Board meetings are held at the EEFRC (255 Spruce Drive). Board meetings are in the evening during the week. As such, supper will be provided to all volunteers and staff who attend.

As well, childcare will be provided during the Board Meetings if needed.

If you have any questions about the Board, the Estevan Early Years Family Resource Centre, and/or the nomination process, please don't hesitate to reach out to one of the following:

Merissa Scarlett, Chair of the Board

(306) 209-6389

merissa_scarlett@hotmail.com

Sara Pippus - Executive Director, EEFRC

(306) 634-7233

executivedirector@estevanfamilycentre.ca

Objects of the Board of Directors of the EEYFRC

Vision:

To celebrate the value and promote the development of healthy, happy children and families.

Mission:

Creating a warm, safe community for families which will support children and caregivers through play-based early learning, family wellness & support, caregiver education, and information.

For the Board to achieve their vision and mission, the Board and Staff follow the Four Pillars, as outlined by the Ministry of Education.

Early Learning - Enhance child development with positive experiences and play

- High quality early learning, literacy, and numeracy environments that support the role of parents, caregivers, and private childcare homes in child development.
- Play and inquiry-based learning opportunities that support language, literacy, numeracy, and social development.
- Programs where children experience sensory play, art, dance, music, physical recreation, etc.
- Opportunities to support the quality of programs offered by private family childcare homes and community preschools.

Parenting Education – Build parenting skills to support child development and provide responsive and nurturing environments

- “Trusted source” for formal groups and seminars that build the knowledge of parents and caregivers about supporting holistic child development and early learning.
- Non-stigmatizing and culturally inclusive environments where parents and caregivers can learn about issues related to parenting, early childhood development, and supporting child well-being.
- Informal drop-in opportunities provided.
- Family literacy and numeracy programs.
- Comfortable space for parents and caregivers.

Family Wellness – Work with partners to provide services to support the health and wellness of families

- Work with community partners to provide services to support the health and wellness of families such as, but not limited to:

Candidate Application Form

An online application form is available if that works better for you. Please head here: [Candidate Application for the Estevan Early Years Family Resource Centre Board of Directors – Fill out form](#)

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Do you agree to follow the expectations of Board Members as outlined above?

Yes		No	
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Candidate Information:

Full Name:	
Mailing Address:	
Phone:	
Email:	
Occupation:	
Birthdate (for our non-profit yearly filing):	

How did you hear about the position on the Board of Directors of the EEYFRC?

Current Board Member	
Social Media	
Staff	

Friend	
Other	

Tell us how your experience, skills, and background would contribute to the EEFRC's Mission and Vision.

Why are you interested in sitting on the EEFRC's Board of Directors?

Do you have previous Board and/or volunteer experience? If yes, please tell us more about it.

Yes		No	

Are you willing to take on a leadership role (i.e. Chair or Vice-Chair of the Board of Directors)?

Yes		No		Maybe	
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Are you able to attend our 2025 AGM on June 10, 2026 at 6:00pm at the EEFRC?

Yes		No	
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Authorization

This section must be completed by the candidate.

I agree to let my name stand for nomination to the Board of Directors of the Estevan Early Years Family Resource Centre.

Signature of Candidate

Date