

Bereaved Families of Ontario
KINGSTON REGION

Board of Directors
Onboarding Package
2023



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Our History

Bereaved Families of Ontario (BFO) was initiated in 1978 by four bereaved mothers as a self-help, mutual aid program under the auspices of the Chaplaincy Department of the Hospital for Sick Children. In July 1984, a grant from the Trillium Foundation enabled the organization to become a provincial body.

BFO - Kingston became a member of this caring family in 1988, started by Denis and Anne Genereux after the sudden death of their son. In 1993, the Genereux family moved away from the Kingston area, and David and Rita Bell, whose own son died in March 1992, became the heart and soul of BFO- Kingston for the next 15 years.

BFO- Kingston was the last BFO affiliate to move from a volunteer-led to paid-staff model in all of Ontario. We currently employ an Office and Program Administrator who continues the mandate of helping the healing begin for members of the Kingston Region community.

BFO-Kingston Today

With a dedicated Board of Directors, a strong team of bereaved volunteers, and an Office and Program Administrator, BFO-Kingston is fully operational in the Greater Kingston area. We are a non-denominational, non-judgmental body that provides services to families grieving in Kingston and Area.

We are also an important community resource, offering a wealth of information to other community organizations and businesses. Our chapter is dedicated to providing support services, public awareness, and volunteer training in our region.

BFO–Kingston does not receive any funding from the federal, provincial or municipal governments. BFO-Kingston relies on fundraising initiatives, grants and donations to continue to run the programs free of charge to the people we serve.

Without the ongoing support of time, energy and resources from clients, volunteers and the community, BFO - Kingston would not exist. We are so glad you have chosen to volunteer with us.



Mission, Vision, and Values

Our Mission

We provide programs, services, and resources based on a peer support model to individuals, families, children, groups, and communities. We are the bereaved helping the bereaved learn to live with grief. We can help the healing begin.

Our Vision

Our vision is to ensure that every individual grieving a death has access to caring, empathetic and compassionate support in a safe and confidential environment.

Our Beliefs

We believe that:

- Grief is unique.
- We all grieve in a different way.
- No loss is worse than your own.
- An individual's grief journey should be honoured
- Healing can happen.

Board of Directors: 2022

Laura Kennedy, Chair



Matt Williams, Vice-Chair



Nadine Greenwood,
Treasurer



Ellen Turcotte, Secretary



Cheryl Paquette, Member at
Large



Rik Saaltink, Member at
Large





Bonnie Wannamaker,
Member at Large



David Cupido, Advisor to the
Board



Staff

Lisa Cassidy joined BFO-Kingston in December 2020 as the Office and Program Administrator. Lisa oversees the day-to-day operations of BFO-Kingston (including client intake), provides support to the Board, manages and recruits the volunteers, is responsible for communication and advertising, and seeks funding sources (e.g. grants, donations, sponsorships).





Professional Advisory Committee

The Professional Advisory Committee (PAC) is a volunteer committee of professionals who have experience and knowledge in the areas of grief and bereavement. PAC advises the Board of Directors on policies related to client care issues including volunteer training, one-to-one support and group facilitation. Members of PAC provide leadership and consider standards and scope of practice issues and promote evidence-informed practice while minimizing risk. One member of the Board acts as a liaison between the Board and PAC.

Volunteer Roles

Bingo Volunteer and/or Coordinator

Represents BFO Kingston as a public relation's ambassador to clients and staff of Play! Gaming & Entertainment. Each shift requires a 2 ¼ hour time commitment. Revenue received from bingo participation is our sole source of monthly funding and is used to support our bereavement programs and services.

Grants Coordinator

Works to source, apply for and report on monetary grants relevant to the goals and objectives of the organization. Experience in grant writing, marketing and/or social services is an asset.

Individual & Corporate Giving Coordinator

Works to plan, coordinate and execute fundraising initiatives and special events in order to support the goals and objectives of the organization. Background in fundraising is an asset.

Marketing & Events Committee Member

Works to plan, coordinate and execute fundraising initiatives and special events, raising desired funds in order to support the goals and objectives of the organization. A background in event planning and/or fundraising is an asset.

Peer Support Facilitator

Training is required and provided, and bereavement is a pre-requisite. Facilitators meet with clients one-to-one or in a group environment and provide a supportive environment for clients to share their stories with someone who understands and has experienced a similar loss.



One-to-One

Clients speak with a peer support facilitator. We do our best to pair individuals who have experienced a similar grief.

Open Monthly Support Groups

Some programs are offered virtually while others are in-person. Registration is required.

Parent (Loss of a Child)	First Tuesday Monthly	6:30 p.m.
H.E.L.P. After Suicide	First Wednesday Monthly	6:30 p.m.
Spousal/Partner Loss	Second Thursday Monthly	6:30 p.m.
Living with Loss Grief Support	Third Tuesday Monthly	6:30 p.m.
Mourning Break	Fourth Tuesday Monthly	11:00 a.m.
Pregnancy and Infant Loss	Fourth Thursday Monthly	6:30 p.m.

Structured 7-Week Grief Support Groups

Collaborating with Hospice Kingston, the structured 7-Week Grief Support Groups are offered at various points during the year and focus on different populations such as those grieving the death of a partner, or for people between the ages of 18-45 years old.

Education and Outreach

Educating the community about grief is an important part of our mission. Through grief literacy initiatives, we normalize the experience, encourage empathy and understanding and create more compassionate communities for all. We promote grief literacy through social media campaigns and initiatives. We also maintain a lending library of books on grief that are available for loan.

BFO-Kingston is one of the founding members of Bereavement Services of Kingston (BSofK), along with the Alzheimer Society of KFLA, Arbor Memorial and Hospice Kingston. BSofK collaborates on events such as National Bereavement Day and training/education sessions.



Events

We offer events during the year to give grieving families an opportunity to honour the life and death of a significant person, to raise awareness, to raise funds, and to come together among a community who understands. We have two traditional annual events:




1. Butterfly Release

A memorial event that brings our communities together to recognize the death of significant people by releasing a butterfly during the ceremony. The event features activities such as music and face-painting, and is in partnership with Arbor Memorial and Hospice Kingston.

2. Walk to Remember

A memorial event where participants are encouraged to raise money from their friends and family before taking a walk together.

Strategic Goals

 Operational Effectiveness	 Sustainable Financing	 Community Building
<p>BFO-Kingston is committed to doing things correctly. BFO-Kingston ensures that the organization’s core work, policies, and procedures benefit our clients, their families, and the community.</p>	<p>BFO-Kingston offers programs and services at no cost to clients. By engaging in clear, transparent, and succinct actions, as well as seeking out new opportunities to generate income, BFO-Kingston is taking the needed steps to remain viable for the years to come.</p>	<p>Helen Keller once said “Alone, we can do so little; together we can do so much.” By bringing people together to share their grief journey, forming strategic partnerships with other agencies and groups, and actively participating in our local community, BFO-Kingston can continue to support people in their grief; build connections share our mission, vision, and beliefs; and keep finding innovative ways to support our community.</p>



Committees

Governance

Oversees and ensures that the Board practices good governance and functions within its By-laws. Additionally, to recruit and present to the Board potential candidates for vacant positions on the Board of Directors.

Marketing and Events

Works to plan, coordinate and execute fundraising initiatives and special events, raising desired funds in order to support the goals and objectives of the organization.

Partnerships and Affiliations

- Doula Support Foundation
- Hospice Kingston, in partnership with Providence Care Hospital
- Bereavement Services of Kingston (BFO-Kingston is a founding member along with Alzheimers Society of KFL&A, Arbor Memorial, and Hospice Kingston; other Affiliates include James Reid Funeral Home)

Conflict of Interest

A conflict of interest arises when, in the course of meetings or other activities of BFO-Kingston, the personal or business interest of a Board Member, including those of a close personal relationship or business associate will or be perceived to receive benefit or gain from the way a particular issue under consideration by the Board of Directors is decided or as a result of activities BFO-Kingston is engaged in.

Conflict of interest must be self-disclosed or a Director may raise a question of potential conflict of interest concerning another Director at any time. If a question of potential conflict of interest is raised concerning another Director, the Chair of the Board shall rule if the conflict exists. If the question of potential conflict is raised about the Chair of the Board, a simple majority of those Board members present (not including the Chair) will determine if the conflict exists.

Any conflict of interest on the part of an individual Director shall be disclosed to the Board at the earliest possible time. Such disclosure, or if a determination of conflict is made, shall be recorded in the minutes. Once they have declared the conflict of interest, the Director(s) in question, shall remove themselves from the discussion, and leave the room.



Confidentiality

Anyone who, as a result of their involvement with BFO-Kingston, obtains proprietary or privileged information concerning the organization, or personal information about another individual shall treat this information as confidential and shall not disclose it to anyone else, unless required to do so by law or as a stated part of duties.

All new directors are required to sign a confidentiality agreement before their term as a Board Director begins.

Insurance

Bereaved Families of Ontario holds Directors and Officers liability insurance for all of its affiliate organizations. The policy is held by FCA Insurance Brokers and is renewed annually. BFO-Kingston pays for their own portion of this insurance.

On Being a Board Member

Maintaining a strong and vibrant Board is essential to the continued growth and effectiveness of BFO-Kingston. The time, effort and advocacy that Board Members provide, in addition to their financial gifts, have a substantive impact on the overall health and public perception of the organization.

As such, we see proactive participation, passion and purpose as the responsibility of each Board Member. Being a Board Member is a unique personal opportunity to utilize one's strengths to extend BFO-Kingston's legacy and help those in need.

Roles and Responsibilities

In joining the BFO-Kingston Region Board, each Board Member commits to the following specific expectations:

- Act as positive and passionate ambassadors for BFO-Kingston both in the board room and out in the community.
- Work with our Professional Advisory Committee (PAC) to provide leadership and guidance to ensure BFO-Kingston is meeting the needs of the bereaved in our community.
- Regularly attend, be prepared for and actively participate in monthly board meetings
- Support the organization's policies and procedures for conducting business and ensure its activities align with the mission, vision, and beliefs as well as the objectives outlined in our Strategic Plan.



- Provide constructive feedback and maintain an open dialogue with the Board Chair as it relates to the performance of the Office and Program Administrator.
- Keep informed about the organization, its issues, and its connection to the community through active participation within BFO-Kingston and conscientious connection outside our organization.
- Actively contribute to the financial health and sustainability of our organization through donations, participation in fundraising events and campaigns, and/or the planning and implementation of new initiatives
- Help identify and cultivate relationships in the community with the purpose of recruiting donors, volunteers, and advocates to support our work.
- Attend BFO-Kingston events whenever possible.

Time Commitment

The Board of Directors meets monthly for one to two hours. Additional meetings may be called for special projects. Board members can also expect to put in approximately 3 hours per month outside of meeting time (board preparation, committee work, etc.). Additional time may be spent volunteering at events.

The length of term is 3 years, renewable for an additional 3 terms.

Next Steps on Becoming a Board Member

THANK YOU for taking the time to read the BFO-Kingston Region onboarding package. We are grateful to have you join our Board of Directors.

To confirm your membership, please review, sign and return the Confidentiality Agreement that was sent with this package to the BFO-Kingston office.

If you have any questions at all, there is quite a bit more to know! Please feel comfortable reaching out to the BFO-Kingston office or one of the current Board Members.

The office can be reached at bfo@kingston.net or 613-634-1230, or by visiting 993 Princess Street, Unit 14, Suite 1415, Kingston, Ontario.