



Nelson Community Food Centre Board of Directors Candidate Application Package

Thank you for your interest in serving on the Nelson Community Food Centre Board of Directors. This package is designed to provide you with valuable information to help you make a decision about applying to join our Board. It will also help us gather information about potential candidates.

All eligible members of the Nelson Community Food Centre (NCFC) may stand as nominees for the Board of Directors. Eligible candidates will meet the director requirements, demonstrate that they can fulfill the specific responsibilities required of the director and show a commitment to the organization's vision and mission. Potential candidates must consider that election to the NCFC Board of Directors is a two-year commitment.

Election Timeline & Process

New directors can take office in one of two ways:

- Directors can be elected at the Annual General Meeting as per NCFC bylaws and the Society Act. A Director so elected serves a two-year term and is eligible for re-election. A board member can serve a maximum of three, two year terms.
- Directors can be appointed by the Board. A Director so appointed holds office only until the conclusion of the next Annual General Meeting of the society but is eligible for re-election at the meeting. New directors can be appointed at any time when vacancies exist.

A completed board candidate package must be received at least one month prior to the AGM in order to be eligible for election at that year's AGM. Applications received after this deadline will be considered on a case-by-case basis and may be eligible for a temporary appointment. Notice of the AGM will be given to all members two weeks prior to the AGM.

Director Requirements

- All board candidates must be at least 16 years of age as of January 1st of the election year.
- All board candidates must formally declare their willingness to stand for election



- and submit their application at least one month prior to the AGM.
- All board candidates must state all potential conflicts/confluences of interest on the candidate application.
 - All board candidates must commit to at least a two-year term.
 - All board candidates must demonstrate an ability and willingness to abide by all Board policies.

All board candidates are encouraged to attend at least one Board meeting prior to the election in order to see how our Board conducts business.

Please contact Board co-Chair P'nina Shames at pninashames20@gmail.com or Roland Perrin at rolandperrin66@gmail.com to arrange for your attendance at a meeting.

Attendance at a Board meeting may require signing of a non-disclosure agreement.

The Role of the Board of Directors

The Nelson Community Food Centre Board is democratically elected. The Board acts in the best interest of the NCFC and ensures that the society's constitution, by-laws and policies are being followed. The Board sets the vision, mission and goals of the organization.

Board Member Job Description

This job description, in combination with other documents, sets the minimum standard of performance that all Directors are expected to achieve.

General Responsibilities of Directors:

- Set policies for the organization's operation to establish its general course from year to year.
- Ensure that the policies, constitution and bylaws are being followed and that the organization is fulfilling all aspects of its nonprofit society status.
- Know the budget (capital and operating), budget process, and financial situation of the organization; monitor financial position, indicators and resources.
- Authorize appropriate funding for major programs; see that the organization maintains good credit and financial standing.
- Hire, evaluate, and, if necessary, replace the NCFC Executive Director; define the NCFC Executive Director's responsibilities and goals; approve and adhere to all staff contracts and compensation packages.
- Provide adequate resources for the activities of the organization through a commitment



to participation in, and promotion of, fundraising campaigns and events.

- Contribute to a positive public image for the NCFC by developing and maintaining communication links to the community, and by acting as an advocate on behalf of the NCFC.
- Perpetuate a strong board through recruitment, contested elections, training and professional development.
- Make sure the organization keeps a written, permanent record of all Board minutes and official actions
- Perform other responsibilities of a Director as may be required.

Board members should not:

- Engage in the day-to-day operation of the organization (may assist as a volunteer).
- Hire staff other than the Executive Director.
- Make detailed program decisions more appropriately left to staff.

Other Expectations of Directors:

- Be familiar with, and committed to, the organization's mission, vision, programs, and long range objectives.
- Adhere to all NCFC policies as well as the NCFC Constitution and Bylaws.
- Be willing to work with a consensus decision making model (see Appendix B).
- Adhere to the legal responsibilities of directors (see Appendix C).
- Prepare for and participate in regular monthly Board meetings; read materials provided prior to each Board meeting to ensure active, informed participation.
- Prepare for and participate in at least one Board committee; provide committee reports to the Board when appropriate.
- Prepare for and participate in Board training opportunities.
- Prepare for and participate in Board/management strategic planning and goal-setting sessions.
- Prepare for and attend the Annual General Meeting and any other member meetings as required.
- Be willing to work together with Board colleagues and take responsibility for Board duties.
- Be committed to keeping NCFC information and materials confidential.
- Communicate in a respectful manner.
- Identify and avoid conflicts of interest.
- Inquire if there is something you do not understand or if something comes to your



attention that causes you to question a policy or practice.

NCFC Volunteers as Board Members

- Front line volunteers are invited and encouraged to apply to be directors of the board.
- Board members are invited and encouraged to apply to work as front line volunteers.
- Board members who also volunteer on the front line are expected to maintain two distinct roles in the organization.
- When members who both volunteer on the board and the front line are working on the front line, they are to report to the NCFC coordinator and follow the guidelines that have been created for front line volunteers.
- When members who both volunteer on the board and the front line are acting on behalf of the board, they are to report to the NCFC board co-chairs and adhere to board policies.

Appendices

[Appendix A - Mission, Vision, Values](#)

[Appendix B - Consensus Decision-Making](#)

[Appendix C - Legal Responsibilities of Director](#)



Nelson Community Food Centre Potential Board Candidate Application

Please answer the following questions and send via email to Board co-Chair P'nina Shames at pninashames20@gmail.com and Roland Perrin at rolandperrin66@gmail.com.

Please put 'NCFC Board Member Application' in the subject line.

Name:

Date:

Mailing Address:

Email Address:

Telephone:

Present Occupation:

Why are you interested in joining our Board of Directors? *(Describe any personal skills or experience (such as organizational leadership, financial literacy, strategic planning, legal, communications, other board service, etc.) that you would contribute to the activities of our Board).*

How do you envision the NCFC contributing to our community?

In no more than 250 words, please write a paragraph sharing relevant information about yourself that can be shared with the current Board of Directors.