



## **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 Alex Hawes, Executive Director, [alex@nelsoncfc.ca](mailto:alex@nelsoncfc.ca) to arrange 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.

### **Comprehension of Role**

- Review and understand NCFC's Board of Directors' Training Guide.
- Be familiar with, and committed to, the organization's mission, vision, programs, and long range objectives, in addition to the Constitution and By-Laws.
- Attend and participate in all monthly Board of Director meetings.
- Join a minimum of one committee.



- Perpetuate a strong board through recruitment, contested elections, training and professional development.
- 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.

#### **Fiduciary Oversight**

- 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.
- Provide adequate resources for the activities of the organization through a commitment to support and promote fundraising campaigns and events.

#### **Operational Oversight**

- 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.
- Participate in the creation and evaluation of fulfilling our Strategic Plan.
- Hire, evaluate, and if necessary, replace the NCFC Executive Director in accordance with Policy Number PER- 0101 Position Description -Executive Director.
- Approve and adhere to all staff contracts and compensation packages as outlined in the respective Policy and Procedure for each position's description.
- Be familiar and confident in how the organization keeps a written, permanent record of all Board minutes and official actions.
- Adhere to all NCFC policies as well as the NCFC Constitution and Bylaws.
- Be willing to work with the consensus decision making model and refer to the Consensus Decisions from Board of Directors policy (No. GOV-0501).



- Adhere to the legal responsibilities of directors REF-0305 Legal Responsibilities of Directors.
- Prepare for and participate in Board training opportunities.
- Prepare for and participate in strategic planning and goal-setting sessions.
- 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.
- A Board member must be aware of and declare any conflict of interest, and recuse themselves in a voting or decision making situation if a conflict exists.

#### **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.

#### **Reference Documents:**

[REF-0303 NCFC Vision, Mission, Goals](#)



## **Nelson Community Food Centre Potential Board Candidate Application**

Please answer the following questions and send via email to Alex Hawes, Executive Director, alex@nelsoncfc.ca . She will send onward to the Board of Director co-chairs.

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.