

Call for Nominations to the Board of Directors

Are you:

- A passionate person who wants to make a difference in the lives of women and children?
- A self-motivated, results-oriented person who has time, energy, and expertise to share?
- An active supporter of feminist principles of political, economic and social equality for women and girls?

The Howe Sound Women's Centre Society, a purpose-driven organization serving women and children throughout the Sea to Sky corridor for over 38 years, is inviting the nomination of candidates for its Board of Directors. Each candidate must be nominated by a current member of Howe Sound Women's Centre Society.

Please contact Kat Matthews to obtain a Board Nomination Package at admin@hswc.ca.

Nominees must provide the following information for consideration of their candidacy:

1. Nomination form
2. Board candidate letter of consent
3. Resume
4. Short bio (150 – 200 words)
5. Photo of candidate

Important selection criteria of candidates include:

- An understanding of the non-profit sector and related issues and challenges.
- Experience in non-profit board governance and financial management.
- Experience dealing with governments and the private sector, including the emerging fields of social enterprise and corporate social responsibility.
- An understanding of systemic discrimination facing women and girls, the dynamics of violence against women, and the impacts for children who witness abuse.
- Enthusiasm and energy to work with a committed team of board members and staff to support women and children throughout the Sea to Sky Corridor.
- A background that reflects the contemporary diversity of Canada.

There are nine (10) elected positions on the Board of Directors. There are currently 3 vacant seats.

All nominations must be received by admin@hswc.ca no later than 12:00 pm Tuesday, September 1, 2020. Nominees are invited to present their candidacy platform in a 2 – 4 minute speech virtually (by zoom) at the Annual General Meeting on Wednesday, September 23, 2020 6:30 pm – 8:30 pm.

Squamish Women's Centre

38021 Third Avenue
PO Box 2052 Squamish, BC V8B 0B4
T: 604-892-5748 F: 604-892-5749

Whistler Women's Centre

1519 Spring Creek Drive
Whistler, BC V0N 1B1
T: 604-962-8711 F: 604-932-0599

Board Member Job Description

General Responsibilities of Board Members:

- Overall governance of HSWC by establishing and monitoring policies and programs and supporting development and effectiveness of the Board of Directors.
- Establish strategic purpose and direction for HSWC by participating in regular strategic planning and monitoring performance toward the plan's results.
- Hire the Executive Director while ensuring that they have the necessary leadership abilities, skills, experience, education and personality that will grow HSWC and monitoring the Executive Director's performance toward responsibilities and yearly objectives.
- Represent HSWC and its programs and services to stakeholders, including community funders and clients.
- Ensure the financial health of HSWC by complying with fiscal policies and procedures and through ongoing analysis of financial reports.
- Ensure effective performance of agency's programs through ongoing program planning and evaluation.
- Ensure compliance with federal, provincial, local and Society policies and procedures.
- Maintain confidentiality policies with respect to membership and Board discussions

Specific Duties:

- Attend regularly scheduled monthly Board meetings. Three consecutive missed meetings (without reasonable cause) will result in removal from the Board.
- Participate on committees and become knowledgeable about the purpose and goals of the committee.
- Attend important HSWC events as much as possible.
- Build and work within a collaborative and respectful decision-making model that contributes to consensus.
- Support all members of the Board and work to understand the role of each team member.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about Board policies, prepare for meetings, review and comment on minutes and reports, bring issues to the Board for discussion as needed, and maintain awareness of current women's issues.

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Board Candidate Letter of Consent

I _____, accept the nomination to run for Director of the Howe Sound Women's Centre Society (HSWC) in the 2020 election. I understand that, if elected, I will serve a 2 year term of office. I recognize that I must be a current member of the Howe Sound Women's Centre Society when standing for office and while serving on the Board, if elected. I agree to have my contact information published in conjunction with the election.

I acknowledge that, if elected, I am expected to attend:

- Monthly Board meetings
- Board Orientation sessions
- Strategic Planning sessions
- Board functions at HSWC
- Annual General Meetings

I commit to participate fully in the work of the Board of Directors year-round. I understand that I must not miss more than three consecutive Board meetings annually.

I confirm that I have never been convicted of fraud or any other financial conviction, nor do I have any undischarged bankruptcy charges.

Candidate Signature

Date

Board Chair Signature

Date

BOARD OF DIRECTORS NOMINATION FORM

Candidates for the Board of Directors must complete a Board Nomination Package and submit via email to admin@hswc.ca, in person, or fax to Howe Sound Women's Centre by **Tuesday, September 1, 2020 at 12:00pm (noon)**. Package must include nomination form, board candidate letter of consent, resume, short bio, and photo of each candidate.

Nominee Name: _____

Nominator Name: _____

Address: _____

Phone: _____ **Cell:** _____ **E-Mail:** _____

I, the undersigned, hereby nominate _____
as a director of the Howe Sound Women's Centre Society Board of Directors for the 2018 election.

I nominate this person because:

I certify that I am a member in good standing and am not under the age of 19 years. I agree to be contacted by the Nominations Committee or its representative.

Nominator Signature: _____ **Date:** _____

19.0 Board Member Conduct: Code of Ethics

Purpose

All board members of the Howe Sound Women's Centre Society will conduct themselves in a courteous, respectful and professional manner at all times, displaying behaviors that embody our Society values of unity, accountability, integrity and joyfulness. We are here to meet the needs of the women and their families who require the services that the Society provides and their needs take precedence.

Policy

- 19.1 We shall maintain the best interests of our clients as the primary professional obligation.
- 19.2 We shall put personal safety and freedom from harm first in our decisions regarding what constitute the best interests of our clients.
- 19.3 We shall respect the intrinsic worth of all persons we serve in our professional relationships with them.
- 19.4 We shall act in ways that acknowledge both diversity and oppression, and promote the reduction of systemic and institutional barriers to the wellbeing of our clients.
- 19.5 We shall conduct our professional duties and obligations with integrity and objectivity.
- 19.6 We shall ensure that our professional, personal, and occupational interests do not affect our judgment, our competence or our relationships with those we serve or with whom we do business.
- 19.7 We shall protect the confidentiality of all professionally acquired information. We shall disclose such information only when required or allowed by law to do so, or when consent to disclose has been expressly given.
- 19.8 We shall promote services, programs, and the organization in ways that are consistent with this Code of Ethics, with our policy, and with standards of practice outlined by the various registration boards that govern our professions.
- 19.9 We shall conduct our business activities truthfully, accurately and ethically in compliance with all legal requirements and the policies of the Society.
- 19.10 We shall promote excellence and maintain competence in the delivery of services and in our professions.
- 19.11 We shall advocate for change in the best interests of our clients and for the overall benefit of the society.
- 19.12 Staff and Board must declare potential or actual conflict of interest situations or any potential or actual financial transaction with a client to the Executive Director who will document discussion, steps taken and decisions. Decisions may be appealed via complaint procedures.
- 19.13 Staff and Board members have the right to expect a harmonious workplace environment, and are expected to treat one another with respect and dignity. They shall not engage in any form of personal, psychological or sexual harassment in the workplace. Harassment in the workplace is a serious offence, and will be subject to disciplinary action up to and including dismissal.
- 19.14 A board member of the Society has a duty to act in a manner consistent with the best interests of the Society and its clients.

Policy created date:

Policy review date:

Policy designate / overseen by:

Monthly Board of Directors' Meeting Meetings
June 3rd, 2020
Remote via Zoom during COVID-19 Pandemic

In attendance: Tony Horn, Cindy Coughlin, Robyn Raymond, Ruby Saroya, Jennifer Leigh, Elanor Bushfield, Caroline Lamont, Cassandra Zerebeski

Chair: Jo-Anna Gorton

Regrets:

Minutes: *Cindy Coughlin*

Documents sent/Distributed:

- May 2020 Meeting Minutes (for approval)
- Agenda (for approval)
- Treasurer's Report
- May 2020 BOD report

Howe Sound Women's Centre Society envisions a day when all women and their children are valued and lead healthy lives – supported, connected to the community, and violence free.

Purpose: Regular business of the Board of Directors

Process:

- I. In Camera Meeting (5 mins)
- II. Welcome to the Squamish Nation Traditional Territory
Ha7lh en skwalwn Kwis t'l'iknumut t'l'a Skwxwuu7mesh Uxwumixw
- III. Approvals
 - June BoD meeting agenda
 - May 2020 Minutes
- IV. Reports:
 - Director's report - Board report, staffing updates, operations update
 - Treasurer's report
 - Reports of special committees from Committee Chairs
 - Governance Committee: Diversity policy, board eval for approval
 - Facilities Committee: 3rd Ave renovation
 - HR Committee: Ed evaluation for approval
 - Finance Committee: Update on mortgage, audit
 - Reconciliation Committee: Advisory Group; training
- V. New business arising
 - Meeting with Donor
- VI. Good of the Order
 - Announcements

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Whistler Women's Centre

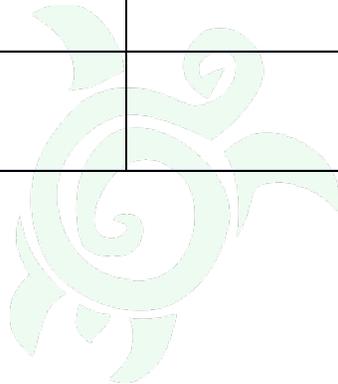
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- Next Staff Meeting
- Next BOD: TBD

VII. Adjournment

Actions from Feb Board meeting:

Action item	Persons responsible:	Timeline:



Board Member Meeting Schedule

The Board of Directors of Howe Sound Women's Centre meets on the first Wednesday of each month at 5:30pm. Meeting locations alternate between the Squamish Women's Centre (38021 Third Avenue) and the Whistler Women's Centre (1519 Spring Creek Road).*

September 5, 2020 – Board Meeting

September 23, 2020 – Annual General Meeting

October 7, 2020 – Board Meeting

November 4, 2020 – Board Meeting

December 2, 2020 – Board Meeting

January 6, 2021 – Board Meeting

February 3, 2021 – Board Meeting

March 3, 2021 – Board Meeting

April 7, 2021 – Board Meeting

May 5, 2021 – Board Meeting

June 2, 2021 – Board Meeting

July 7, 2021 – Board Meeting

August 4, 2021 – Board Meeting

September 1, 2021 – Board Meeting

September 22, 2021 – Annual General Meeting

* Due to the ongoing Covid 19 pandemic, Board meetings are currently taking place virtually through the video conferencing service - GoToMeeting

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BOARD MEMBER - PERSONAL INFORMATION:

Board Member Name (please print): _____

Date of Birth (dd/mm/yy): _____

Home Phone: _____ Cell: _____

Address: _____

Work email _____ Personal email _____

Employer: _____ Position: _____

Board Term Renewal Date _____

RESPONSIBILITY OF CONFIDENTIALITY AND ETHICAL CONDUCT

**This is a signed statement indicating my commitment to the
HOWE SOUND WOMEN'S CENTRE SOCIETY**

- I will not discuss any confidential information that I see or hear within the society with any unauthorized individual
- I have read and understand the Board Member Code of Ethics established by the HSWCS and outlined in the Board of Directors Policy and Procedures Manual
- I agree to uphold the Board Member Code of Ethics policy established by the HSWCS and outlined in the Board of Directors Policy and Procedures Manual
- I realize that breaking this code of confidential and ethical responsibility could mean my dismissal from my position within the Society

PRINT NAME: _____ SIGNATURE: _____

DATE: _____ WITNESS: _____