



Dear Prospective Board Member:

Big Brothers Big Sisters of Prince George (dba Big Brothers Big Sisters of Northern BC) would like to welcome you to the first step of becoming a board member with our agency, thank you for your interest. This package contains information for you to read and forms you will need to fill out in order for us assess your application. Please note that only members are able become a part of our board. If you are not currently a member we ask that you purchase a membership at either an annual rate of \$10 a year or a lifetime membership may be purchased for \$50.

Our Executive Director, Amanda Holmes will be happy to accept your completed forms. Once received, you will then be invited for an informal interview with Amanda and a member of our Board. This is an opportunity for you to ask questions, and become familiar with our agency and board.

Following the interview, our Nominations Committee will review your application and if there are no concerns your name will be brought forward to our Annual General Meeting. Board Members are elected by our active members and you must secure a minimum of 51% of votes from those present to be elected to the board. If elected the position is held for two years.

If you have any questions or concerns feel free to contact Amanda Holmes at 250-563-7410 or by email at amanda.holmes@bigbrothersbigsisters.ca. Once again we would like to thank you for your interest in our board and cannot wait to receive your application.

BIG BROTHERS BIG SISTERS BOARD FAST FACTS

A few highlights of our agency:

- Operating in Prince George since 1979
- Announced regional expansion in September 2019.
- Currently serving children in Prince George, Robson Valley, Prince Rupert, Terrace, and more!
- Currently serving approx. 350 children through our mentoring and child care programs.

ABOUT OUR BOARD:

Our board provides the Executive Director with structure and limits on their responsibilities. The main purpose of the board is policy leadership and development; the board works as a whole with one voice.

Responsibilities of the Board:

- Determine achievements
- Plan and follow effective strategies
- Determine Board/Executive Relationships
- Determine Board Process

The Board governs the organization by directing, influencing, and monitoring the Agency's business. The Board:

- Determines the mission of purpose of the Agency.
- Enhances the public knowledge of the Agency.
- Informs the community of our purpose and vision.
- Annually, assesses and monitors the Executive Directors performance.
- Assists in developing and approves the annual budget, while ensuring financial guidelines are in place.
- Provides adequate resources for the Agency to fulfill its mission.
- Maintains adherence to legal standards and ethical norms.
- Participates in organizational planning and assists in implanting and monitoring the plans and goals.
- Recruits and provides orientation to new Board Members and retires senior Board Members.
- Evaluates its own performance annually.

Responsibilities of each individual Board Member include the following:

- Attend and be prepared for all board and committee meetings and other required functions.
- Be familiar with the Agency's values, mission, services, and policies.
- Volunteer and serve on committees and takes of special assignments.
- Suggest nominees to the board who could make significant contributions to the Agency and board.
- Follow and adhere to all policies.
- Assist the board in carrying out its fiduciary responsibilities.

While the time dedicated to the Board can vary depending on the projects that may arise, on average there is a commitment of 5-10 hours per month. This includes, checking and responding to emails, helping out at agency fundraisers and events, and regular board meeting that take place the last Thursday of every month. Each board member (excluding those serving on the Executive) is expected to serve on one of our standing committees. These include Finance, Development, Governance or an ad-hoc committee created by the Board to tackle a certain project.

Board Applicants must submit and pass a Criminal Record and Vulnerable Sectors Check (prior to taking office), sign an agency Confidentiality Agreement, and sign a copy of the Board Code of Ethics.

THE ELECTION PROCESS:

We wanted to explain to you how the 2023 election will look.

- We are asking all applications to be submitted by Monday May 1st, 2023.
- Interviews will occur via in person or teams between yourself, our Executive Director and a current board member. This will be an opportunity for us to get to know you, for you to learn more about the agency and for you to ask questions.
- Following the interview, you will be asked to submit a photo and a small blurb (no more than 300 words) about you and why you want to be on the board.
- By May 8th, 2023, an online voting link, along with all the bios will be distributed to BBBS members. Each member gets one vote and can vote for up to five directors.
- At 12 noon on May 10th, 2023 the online voting closes. All candidates will be notified following polls closing.
- It will be publicly announced at our Annual General Meeting on the evening of May 10th, 2023.

APPLICATION:

Name: _____ Occupation: _____

Address: _____ Postal Code: _____

Telephone: _____ Email: _____

1. What interests you about serving on the Board of Directors?

2. What attracted you to volunteer with our agency as a Director? Why now?

3. How do you think the organization will benefit from your participation on the board? What strengths do you bring?

4. What tasks and roles on the board would you find particularly challenging, interesting, or rewarding?

5. Do you have any specific goals or objectives that you are hoping to accomplish while on board? Do you know if these goals are compatible with the Agency's goals and objectives?

6. Why are you interested in serving in this capacity rather than other volunteer roles in the Agency?

7. Anything else you would like to add?

8. I give permission for my name to stand as director of Big Brothers Big Sisters of Prince George (dba Big Brothers Big Sisters of Northern BC). -----

Signature: -----

Date: -----

BBBS Use:

Interview conducted by: _____ on _____

Criminal Record Check returned: _____

Membership paid: _____