

CALL FOR APPLICATIONS

BOARD OF DIRECTORS

ORGANIZATIONAL OVERVIEW

Sooke Family Resource Society (SFRS) has been providing services throughout Southern Vancouver Island since 1984. Supporting the young to the 'young at heart', our programming enhances the knowledge, skills, and engagement of our clients to meet everyday needs, support their health and wellbeing, and have a connection to their community.

Our programs and services include:

- Prenatal Education and Outreach
- Child Care Resource and Referral
- Early Years Drop-in Programming
- Preschool Programming Ages 3-5
- Youth Outreach and Navigation
- Family Preservation and Development
- Life-Skill Building for Adults Living with Disabilities
- Home Share Supported Living
- Counselling and Mental Health Support

While we offer services across the Capital Region and Southern Gulf Islands, SFRS offices are in Sooke, Langford, and Colwood to allow us to partner in community with other social serving nonprofit organizations, government agencies, local businesses, school districts, medical professionals, and other like-minded businesses. SFRS is proudly accredited by CARF International to ensure high quality programming and service delivery.

POSITION DESCRIPTION

SFRS is entering an exciting phase of growth and programming expansion and is looking for individuals that will bring their ideas, dedication and skills to help propel the organization to broader impact and effectiveness. The Board of Directors' role is one of governance and oversight. As a Board Director, you will be part of the team of individuals guiding the mission, vision, and strategic plan of SFRS.

We have an opportunity for 3-5 new Board Directors to start in September 2024. Each Board Director serves a one-year term and is eligible for re-election at the Annual General Meeting. Organizational membership in good standing with SFRS is a requirement of Director eligibility per our current bylaws.

SKILLS AND EXPERIENCE

Specific Skills: We welcome a diversity of skills on our Board. Currently, we are seeking new Board Directors with any of these proven skills and experiences:

- Accounting and Finance
- Fundraising and Development
- Human Resources
- Legal
- Diversity and Decolonization
- Business and Community Leadership
- Marketing and Communications
- Nonprofit and Voluntary Sector

General Competencies: ability to work as part of a team; visionary; planning ability; good communicator; knowledge of SFRS; connected in community; ability to review financial information; office-level computer literacy (email/internet/Microsoft Office Suite)

RESPONSIBILITIES

- Commit to the mission and mandate of Sooke Family Resource Society
- Perform board governance and oversight role including setting vision, mission and strategy for SFRS; approve budget; provide fiduciary oversight; oversee the employment of the Executive Director; ensure compliance with policies and procedures, as well as SFRS Constitution and Bylaws
- Attend bi-monthly board meetings (including an Annual General Meeting) and regular committee meetings
- Champion and promote SFRS at special events and in the community
- Provide oversight, foresight, and insight to the Executive Director
- Serve on at least one board committee: Finance, Fundraising, Nominations, Strategic Planning

TIME COMMITMENT

The Board Director role is a volunteer position, which requires a minimum of 3-4 hours per month to attend and prepare for Board and committee meetings, as well as participate in organizational events. Currently, Board and committee meetings are held virtually and in-person. Board Directors may live anywhere in Greater Victoria, but preference will be given to individuals living and/or working in the Sooke-Westshore region.

BENEFITS & RECOGNITION

- Know that you are putting your best efforts toward supporting those most in need within the Sooke, Westshore, and Greater Victoria regions
- Contribute your knowledge and leadership expertise to further our mission and strategic goals
- Connect with like-minded individuals who are passionate believers in our vision of a community in which personal quality of life and independence are improved
- Develop board governance and leadership skills

HOW TO APPLY

Those interested in applying for a Board Director position can submit an application and accompanying resume (if applicable) with the subject line “SFRS Board Nominations” to nominations@sfrs.ca **Applications must be received by August 31, 2024.** Once applications are reviewed, candidates will be invited to a screening interview with the Nominations Committee to confirm eligibility and interest, and to discuss next steps in the nomination process. Applicants can request to attend a regular meeting of the board in advance of the AGM. Successful candidates will be invited to attend the Annual General Meeting on September 26, 2024 at which time the Nominations Committee will put forward their names.

Have a question about the position? Contact Janice Alexander, Nominations Committee Chair, at jalexander@sfrs.ca



BOARD OF DIRECTORS APPLICATION FORM

PERSONAL INFORMATION

FIRST NAME _____

LAST NAME _____

STREET _____

CITY | PROV | POSTAL CODE _____

DATE OF BIRTH _____

EMAIL ADDRESS _____

PHONE NUMBERS

HOME _____

CELL _____

EDUCATION & EMPLOYMENT

PLEASE DESCRIBE YOUR EDUCATIONAL BACKGROUND (DEGREES, CERTIFICATIONS, TRAINING)

CURRENT EMPLOYER (IF APPLICABLE) _____

ROLE/TITLE AT ORGANIZATION _____

LENGTH OF TIME WITH EMPLOYER _____

EXPERIENCE

PLEASE LIST BOARDS AND COMMITTEES THAT YOU SERVE ON OR HAVE SERVED ON IN THE PAST

PLEASE SELECT ALL SPECIFIC AREAS OF RELEVANT EXPERIENCE

- | | |
|---|--|
| <input type="checkbox"/> FINANCE | <input type="checkbox"/> NONPROFIT AND VOLUNTARY SECTOR |
| <input type="checkbox"/> FUNDRAISING | <input type="checkbox"/> STRATEGIC PLANNING |
| <input type="checkbox"/> HUMAN RESOURCES | <input type="checkbox"/> POLICY DEVELOPMENT |
| <input type="checkbox"/> LAW | <input type="checkbox"/> EVENT OR PROJECT MANAGEMENT |
| <input type="checkbox"/> MARKETING AND COMMUNICATIONS | <input type="checkbox"/> BUSINESS AND COMMUNITY LEADERSHIP |

PLEASE LIST ANY PREVIOUS CONTACT OR EXPERIENCE YOU HAVE HAD WITH SOOKE FAMILY RESOURCE SOCIETY

BRIEFLY OUTLINE WHY YOU ARE INTERESTED IN BECOMING A MEMBER OF THE BOARD OF DIRECTORS

BOARD DIRECTORS ARE EXPECTED TO PARTICIPATE ON ONE OR MORE COMMITTEES. PLEASE CHECK BELOW ANY SPECIFIC AREAS OF INTEREST YOU HAVE REGARDING COMMITTEE PARTICIPATION

- | | | | |
|----------------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> FINANCE | <input type="checkbox"/> STRATEGIC PLANNING | <input type="checkbox"/> BOARD NOMINATIONS | <input type="checkbox"/> FUNDRAISING |
|----------------------------------|---|--|--------------------------------------|

REFERENCES

PLEASE PROVIDE 2 NON-FAMILY REFERENCES WE CAN CONTACT REGARDING YOUR INTEREST IN BECOMING A BOARD DIRECTOR

REFERENCE 1

NAME _____ RELATIONSHIP _____

PHONE NUMBER _____ EMAIL ADDRESS _____

REFERENCE 2

NAME _____ RELATIONSHIP _____

PHONE NUMBER _____ EMAIL ADDRESS _____

CRIMINAL RECORD CHECK: The application process to be a volunteer Board Director for SFRS includes a successful criminal record check clearance through the BC Ministry of Public Safety and Solicitor General.

ORGANIZATIONAL FILING: As a registered charity, SFRS submits an annual T3010 Charity Return to the CRA which includes a list of all current board directors, their date of birth and contact information. To become a Board Director of SFRS you must agree to have your information shared through the T3010, the Annual Report and other filings submitted to the BC Registries, and any grant applications that request a list of Board Directors.

I confirm that the information provided is accurate to my knowledge and may be confirmed through reference checks. I understand this application is not an offer of directorship, but to express my interest and intention to accept a nomination should the Nominations Committee feel that I meet the requirements to be a Board Director of Sooke Family Resource Society.

Signature

Date

Completed applications with accompanying resume (if applicable) can be submitted by email to nominations@sfrs.ca with the subject line "SFRS Board Nominations". Applications must be received by August 31, 2024 to be considered for the AGM on September 26, 2024.

