



Board of Directors

Candidate's Guide



On behalf of the Board of Directors and stakeholders of United Way of Northern BC, thank you for your interest in putting your name forward as a candidate to run for the Board. When citizens work to participate in the democratic process they help ensure that United Way of Northern BC remains an active and energized community leader. Thank you for your contribution.

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About United Way of Northern BC

For more than 50 years, United Way of Northern BC has worked with community partners to create opportunities for a better life for everyone.

Change starts with one person, one group, one business, one community.

Support of United Way of Northern BC creates opportunities for a better life for everyone and achieves lasting, positive change.

This guide provides information on United Way of Northern BC, the duties and responsibilities of Directors and the process of appointment to the Board of Directors. It contains all the information you need to consider running as a candidate.

Because it takes a whole community coming together to change social conditions, United Way of Northern BC builds partnerships that mobilize communities, agencies, funders and other sectors to achieve shared goals.

Our Mission

Improve communities in Northern BC by connecting resources to local needs.

Our Vision

United Way envisions a Northern BC where all individuals and families can achieve their human potential through education, income stability and healthy lives.

Our Values

- Trust
- Compassion
- Wisdom
- Courage
- Integrity
- Diversity

Focus Areas

United Way is about change. We bring people together to change lives and build strong community. We offer opportunities and resources to improve the social conditions and the well-being of individuals and families within Northern BC.

Together with support from individuals and businesses in our community, we fund a network of programs and services within three focus areas:

- ***Helping Kids be all that they can be*** - Ensuring children and youth grow up healthy and transition successfully into adulthood.
- ***Moving People from Poverty to Possibility*** - Building individuals' financial stability and independence by providing access to healthy food, affordable housing, and employment.
- ***Building Strong Communities*** - Developing the skills of people to care for themselves and their families by creating opportunities and places for social interaction

We research the root causes of social problems such as poverty, homelessness, family violence and social isolation, identify gaps, invest in solutions and evaluate our progress. We use our size and reputation to multiply our impact, maximize our donors' dollars, and mobilize and advocate for change.

Board of Directors

The Board of Directors is responsible for governance of the organization. It is the legal body vested with the responsibility for establishing policy and the direction of the organization in accordance with the BC Societies Act, and legal requirements.

The Board of Directors oversees the management of the organization and acts to protect and enhance the assets. Directors have a fiduciary responsibility to act in the best interest of the organization. Each Director is appointed for a three-year term and may serve an additional three-year term (for a total of six years as a Director) if they seek to be re-appointed for the second term.

Being a Director

United Way Board is committed to strong, responsible and ethical governance. Integral to this commitment is ensuring that the Board has an effective and well-rounded mix of skills, experience and attributes.

Directors are appointed each year at the annual meeting. The Governance & Nominations Committee is responsible for recruiting and recommending new nominees. The Bylaw of the United Way of Northern BC provides that the Board shall have a minimum of 9 Directors and a maximum of 16 Directors.

Competencies of an Effective United Way of Northern BC Way Board

To be appointed as a Director, and ensure a well-rounded and effective Board with the knowledge base to fulfill its governance responsibilities, the following competencies are required within all Directors:

Leadership Competencies

- Strategic Thinker
- Connects Leaders to Leaders
- Advocate for Community
- Future Focused
- Steward of Brand and Trust

Core Competencies

- Mission Focused
- Relationship Oriented
- Collaborator
- Results Driven
- Brand Steward

Ideal Representation of the Stakeholders & Communities we Serve

United Way of Northern BC aims to have a Board that is representative of the members and communities we serve. To that end, we strive for the following:

- Gender balance
- Ethnic and cultural diversity
- Diversity of age and life stage

Commitment

Preparation, attendance and active participation at regular Board and Committee meetings, strategic planning sessions, and other special meetings are evidence of the involvement and commitment of Directors. Accountability to other Board members and to our stakeholders is taken very seriously and a record of attendance at Board and Committee meetings is detailed in the Annual Report. Attendance of at least 75% of the Board and applicable committee meetings is compulsory.

A Director's first term may require additional time for training and development. Other Directors, and Senior Management all play a part in helping newly elected Directors learn and train for their new role.

Members are encouraged to attend and represent the Board at United Way events, such as special meetings and presentations, community consultations, campaign and team events.

Board and Committee Meetings

The Board meets regularly on a monthly basis via teleconference, videoconference or in-person. As Board members are located all around the region, all meetings have a call-in option to attend. At times, the Board is required to hold a special Board meeting, aside from the regular meetings. Meetings typically last for one to two hours. Meeting materials are provided to Board members prior to the meeting, and generally will require some advance review in preparation for the meeting.

Meeting preparation is expected of all Board members to ensure productive meetings and quality governance.

Standing Board Committees meet quarterly or monthly. Meetings vary in duration, depending on the mandate of the Committee, but typically last one to three hours. Meeting materials are provided to Committee members prior to the meeting and preparation is expected of all Committee members to ensure productive meetings. Current Standing Committees are: Finance & Audit, and Governance & Nominations. All Directors are encouraged to serve on at least one Board committee.

Nominations and Election Process

Director Positions Open

In 2020, a minimum of three (3) positions will be filled.

Nominations and Election Process

The Governance & Nominations Committee of the Board is made up of a number of Directors. The Committee assists the Board in identifying qualified candidates for election to the Board and oversees an orderly, open, transparent and democratic Board election process.

1. Gap Analysis & Proactive Recruitment

Each year, the Governance & Nominations Committee reviews the composition of the current Board against the ideal skills, experiences and attributes to identify gaps. With the approval of the Board, the committee then proactively recruits potential candidates to fill these gaps.

2. Recommendation to the Board

The Governance & Nominations Committee will review and verify each nomination received to ensure that the candidate meets the requirements and that background checks are conducted. All eligible

candidates are then assessed against the identified gaps. Once the candidates have been interviewed and the Committee has completed their due diligence, the slate of recommended nominees is presented to the Board of Directors for approval.

3. Board Approval and appointment at the Annual General Meeting

The Governance & Nominations Committee will submit to the Board the list of all candidates who meet the eligibility requirements and recommend appointment at the Annual General Meeting.

Annual General Meeting (AGM)

The AGM will be held in Northern BC in October / November. Director appointments will be announced at the meeting.

All candidates are encouraged to attend the annual meeting. If you are elected to serve as a Director, your term begins immediately following the close of the AGM.

The 2020 AGM will be done virtually and is scheduled for November 5, 2020 at 5pm. Invitation to this public meeting can be found on UWNBC's Facebook page (@unitedwaynbc) or connect with us at info@unitedwaynbc.ca / 250-561-1040 to request the link for registration.

Submitting your Application

- Please ensure you have read the Candidate's Guide carefully.
- Submit your resume and a completed application to tristas@unitedwaynbc.ca using the subject line: Board of Directors Application.
- To be considered for the 2020 Call for Applications process, please ensure your application is submitted by **October 23, 2020**.