

## Volunteer Member, Board of Directors Vancouver Foundation Board

### About Us

Vancouver Foundation is Community Inspired. Our vision is to create healthy, vibrant and livable communities across BC. We do this by bringing together generous donors and linking their contributions to important work that addresses the needs of our communities. Vancouver Foundation is considered a local, regional, national and international leader in responsive and proactive grantmaking and community capacity-building initiatives and collaborations.

For a view into our world, please visit our website: [www.vancouverfoundation.ca](http://www.vancouverfoundation.ca)

### About the Position

We are seeking one or more Directors to join our Board.

Each director has a duty and responsibility to be knowledgeable about Vancouver Foundation's bylaws, key policies and operations. Each Director must act in the best interest of Vancouver Foundation and perform their duties with diligence, care and skill.

Members of our Board are expected to understand and support Vancouver Foundation's mission and vision, and serve as advocates of the Foundation to external networks and circles of influence, increasing awareness of the Foundation in the community and lending advice and expertise to Vancouver Foundation's leadership. Board members should therefore be familiar with Vancouver Foundation's mission, program areas, and strategic priorities.

In fulfilling its duties, the Board:

- evaluates the Chief Executive Officer (CEO) on an annual basis;
- ensures that the business of Vancouver Foundation is conducted ethically and with integrity and that the CEO and leadership team foster a culture of integrity throughout the organization;
- provides input to, reviews and approves Vancouver Foundation's strategic direction;
- understands and oversees the management of Vancouver Foundation's principal risks and ensures that the appropriate systems to manage these risks are implemented;
- reviews and approves annual budgets, tax filings and the annual audit; and
- regularly monitors the performance of Vancouver Foundation including against its strategic plans and budgets, and compliance with its governing documents and legislation.

## Involvement in Meeting & Committees

- The Board has five standing committees: Finance & Audit, Development, Granting & Community Initiatives, Governance & Human Resources, and Investment. In addition, granting advisory committees are established under the Grants & Community Initiatives Committee to support the committee in the oversight of granting in the Youth, Partnerships, and Field of Interest Programs. Directors are expected to actively participate at Board meetings and serve on one or more standing committees or task forces and chair a granting advisory committee when possible.
- Participate in the Board orientations sessions, review background information and become knowledgeable about the Foundation, its purpose and work
- Attend meetings of the Board, be informed of agenda items, read materials in advance and contribute knowledgeably and respectfully through thought provoking questions and comments.
- Comply with Vancouver Foundation's Code of Ethics, Fundraising, Confidentiality and Conflict of Interest Policies, and immediately inform the Board Chair or Governance Committee Chair if circumstances change that may affect compliance.

## Length of Terms

Each Director is elected to serve a three-year term, which may be renewed once for a total of six years.

A Director's term is deemed to commence May 1<sup>st</sup> of the year in which the Director was elected or appointed.

## How to Apply

If this sounds like you, please submit your covering letter and resume by August 19, 2020 to: [volunteers@vancouverfoundation.ca](mailto:volunteers@vancouverfoundation.ca) and be sure to **include BOARD VOLUNTEER 2020 in the subject line.**

**Vancouver Foundation is an Equal Opportunity Employer: We are committed to the principles of equal and inclusive employment opportunities without regard to race, colour, religion, nationality, social or ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression, domestic partnership status or any other status that is representative of the communities we work in. Vancouver Foundation encourages applicants from all communities.**

*We kindly ask for no phone calls please. Applicants will receive an emailed response. Due to the high number of applications Vancouver Foundation receives, only candidates who are selected for an interview will be contacted. Periodic updates regarding recent postings are published on our career page after the application deadline has expired. We thank all applicants for their interest in the Vancouver Foundation.*