

OUR VALUES

INTEGRITY

We advocate for others and do the right thing – We take pride in everything that is fair, honest and knowledgeable and build trust in doing so.

COLLABORATIVE

We engage and work to create a greater impact through diversity and cooperative problem-solving.

PERSON-CENTRED

We adapt our approach to the individual with empathy and compassion to support their personal journey. We encourage individuals to restore relationships through accountability.

RESILIENCE

Through our agility, tenacity and capacity, we adapt and respond to the ever-changing local and regional community dynamics and challenges making a difference for the people we serve.

DETERMINED

We strive for excellence in all we do and are leading the way for a better, brighter future by championing new ideas, practices, and approaches to service with resolve and a drive to push



The Role of Our Board of Directors

Governance Commitment

The Board is committed to continually renewing and expressing the values and vision of our Society. Our governance model emphasizes an outward, future-oriented perspective that encourages a diversity of viewpoints, maintains a clear distinction between the roles of the Board and staff, and employs a consensus-based model of decision-making.

The Board operates on the Policy Governance Model (Carver) focusing chiefly on intended long-term impacts and purposes, not on the administrative or programmatic means of attaining those ends; ensuring consistency between the Society's mandate and strategic plan; and serving as a link between the Society and the broader community.

Governance Responsibilities

The task of the Board is to lead the organization with excellence and honour the principles of the policy governance model. It does this by setting the mandate, values, and purposes of the Society; by providing policy direction to the Society; by providing guidance to the Executive Director; by developing and annually reviewing our strategic plan; by hiring, orientating, supervising, advising and supporting the Executive Director of our Society; and by conducting an annual evaluation of itself and its effectiveness in fulfilling the Society's mission, values, and purposes.

Financial Oversight

The Board ensures financial oversight of the Society by, among other things, reviewing and approving the annual budget; regularly monitoring financial statements, approving contracts, and assisting with resource development projects; receiving regular, written reports from the Executive Director detailing present financial status, anticipated problems, planning, and funding alternatives of the organization; and by ensuring that the Society complies with all federal and provincial laws relating to fiscal accountability and governance.

Application for a Position on the Board and Membership in the JHSOK

What is Expected of Board Members?

The Board meets approximately 10 times a year. Directors are expected to attend all of the meetings. The meetings typically last 2 hours and are usually held at 5:30 p.m. on a weekday. Directors are also expected to serve on board committees or undertake other tasks on behalf of the board. The time commitment required for this aspect of board service varies but you should plan on several hours a month, in addition to the board meetings. Directors are elected for two-year terms (unless filling a midterm vacancy).

At the beginning of new board members' terms, a comprehensive orientation to our Society is provided including an introduction to our management team, a tour of our facilities, and a board manual.

Serving on our Board is not remunerated monetarily but it is remunerated in the satisfaction derived through advancing the goals of our Society.

If you are interested in serving on our Board but wish further information, please feel free to email Taylor Sellars, Executive Assistant to the Board taylor.s@jhsok.ca. We would be happy to answer your questions!

Name:

Mrs

Mr

No Prefix

Miss

Ms

Address:

Province:

Birthday (mm/dd/yyyy):

City:

Postal Code:

Phone Number:

Email:

What motivated you to become a board member for the John Howard Society?

What special qualifications and/or skills would you bring to the board?

Please describe your past board experience (including the types of boards on which you have participated).

Please describe your understanding of a board member's role with JHSOK

Our Board of Directors seeks a balance of knowledge, skills and experience at a Governance Level. Please identify those areas in which you have competencies and areas you are interested in:

Business Management

- Basic
- Advanced
- Interested

Legal

- Basic
- Advanced
- Interested

Marketing/ Communications

- Basic
- Advanced
- Interested

Finance

- Basic
- Advanced
- Interested

Fundraising

- Basic
- Advanced
- Interested

Government/ Political Acumen

- Basic
- Advanced
- Interested

Property Management

- Basic
- Advanced
- Interested

Public Relations

- Basic
- Advanced
- Interested

Quality/ Risk Management

- Basic
- Advanced
- Interested

Strategic Planning

- Basic
- Advanced
- Interested

Other (Please Specify)

References

Please provide two references that are familiar with your previous board or committee experience:

1st Reference

2nd Reference

Relationship

Relationship

Telephone

Telephone

Email

Email

Please attach a current resume to your application.

By submitting this application and a resume, I declare that:

I have read and understand the conflict of interest policy (see below).

I meet the qualifications to act as a director as set out in s. 44 of the Societies Act (see below).

I certify that the information in this application and in my resume is accurate and true.

I understand that acceptance as a board member includes becoming a Member of the Society.

Signature Date

Please either email your completed application to taylor.s@jhsok.ca or mail it to or drop it off at our office at 1440 St. Paul St., Kelowna, B.C. V1Y 2E6

Conflicts of Interest

Board members shall be aware of a conflict of interest policies and expectations and act accordingly in the fulfilment of their governance role.

Definition

A conflict of interest is any situation where:

- a) your personal interests, or
- b) those of a close friend, family member, business associate, corporation or partnership in which you hold a significant interest, or a person to whom you owe an obligation could influence your decisions and impair your ability to act in the Society's best interest, or represent the Society fairly, impartially, and without bias.

Avoiding a conflict of interest

Unless authorized to do so by the Board, or by a person the Board designates, you may not:

- a) act on behalf of the society, or deal with the Society, in any matter where you are in a conflict of interest or appear to be in a conflict of interest
- b) use your position, office or affiliation with the Society to pursue or advance your personal interests or those of a person described in paragraph b. above.

The appearance of a conflict of interest occurs when a reasonably well-informed person properly could have a reasonable perception that you are making decisions on behalf of the society that promotes your personal interests or those of another.

If you are a director, you must immediately disclose a conflict of interest in writing to the Board of Directors when it first becomes known. If you do not become aware of the conflict until after a transaction is concluded, you must still make disclosure immediately.

Board members are prohibited from having direct or indirect financial interests in the society's assets or leases.

Board members shall receive no preferential treatment in an application for, or receipt of, the Society's services.

You may not take personal advantage of an opportunity available to the Society unless it is clear that the Society has irrevocably decided against pursuing the opportunity, and the opportunity is equally available to members of the public.

You may not use your position with the Society to solicit the Society's participants for personal business or one operated by a close friend, family member, business associate, partnership or trust in which you hold significant interest.

Rules about gifts

While the receipt of gifts should not normally be encouraged, as a member of the Board, you may accept a gift made to you because of your involvement with the Society in the following circumstances:

- a) the gift has no more than token value
- b) it is the normal exchange of hospitality or customary gesture of courtesy between people doing business together
- c) the exchange is lawful and in accordance with local ethical practice and standards, and
- d) the gift could not be construed by an impartial observer as a bribe, pay off, or improper illegal payment.

Societies Act – s. 44

Persons qualified to be directors

44 (1)A person is qualified to be a director of a society only if the person is an individual who is at least 18 years of age.

(2) Despite subsection (1), an individual who is 16 or 17 years of age is qualified to be a director of a society if provided for in the regulations.

(3) Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is

(a) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs,

(b) an undischarged bankrupt, or

(c) convicted in or out of British Columbia of an offence in connection with the promotion,

formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless

(i) the court orders otherwise,

(ii) 5 years have elapsed since the last to occur of

(A) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,

(B) the imposition of a fine,

(C) the conclusion of the term of any imprisonment, and

(D) the conclusion of the term of any probation imposed, or

(iii) a pardon was granted or issued, or a record suspension was ordered, under

the [Criminal Records Act](#) (Canada) and the pardon or record suspension, as the case may be has not been revoked or ceased to have an effect.