



# BC Non-Profit Housing Association

## CALL FOR EXPRESSION OF INTEREST FOR NOMINATION

### BCNPHA BOARD OF DIRECTORS

#### **LENGTH OF TERMS ON THE BOARD**

Section 34 of the By-Laws of BC Non-Profit Housing Association provides that each year the members at the annual general meeting (AGM) normally elect at least four positions to the Board of Directors. Directors serve a 3-year term and may stand for re-election to serve 1 more term, after which they may not be a candidate for election to any seat for at least 1 year.

#### **ELIGIBLE NOMINATIONS**

Any person who is a director, Board director or senior manager of a BCNPHA voting member in good standing may stand for election (only one person per agency may serve on the BCNPHA Board). Only voting members in good standing can nominate individuals to the Board. Voting membership consists of non-profit housing provider members. BCNPHA's Constitution & By-Laws require regional representation on the Board. Nominations from throughout British Columbia are invited. A director of a society **cannot**:

- be declared incapable by a court,
- be an undischarged bankrupt, or
- Have been convicted of fraud or certain other criminal offences within last 5 years (unless they received a pardon).
- be under the age of 18

These are ongoing requirements. If a director becomes disqualified, he or she must resign. It is an offence for a non-qualified person to act as director.

The BCNPHA Board of Directors seeks a diverse representation of the non-profit housing sector. Potential candidates will be asked to send the Nominating Committee the completed Board Candidate Application Form and a brief statement about why they are interested in serving on the Board. The Committee interviews all candidates to assess whether the candidate has the experience and qualifications required of Directors and checks references. In cases where more experience or different skills are required, the Committee works with candidates to identify how this can be achieved. Only those candidates who have successfully completed the nominations process are presented to the membership for election at BCNPHA's Annual General Meeting.

#### **INFORMATION FOR POTENTIAL BOARD CANDIDATES**

The BCNPHA Board provides a governance role for the Association. Participation as a director of BCNPHA is challenging, but also very interesting, and provides a high level of satisfaction. It is an opportunity to make an important contribution to the larger non-profit housing community, as Directors represent the sector. A detailed job description is attached to this document.

Before offering or agreeing to run for election to the Board, potential candidates are requested to consider the following:

1. The Board meets at least five times a year. Directors are expected to attend all meetings. The dates of the meetings are confirmed at the first meeting of the new Board. Meetings are generally one day long and take place on a weekday at locations around the province of BC.
2. All Directors are expected to represent their regions at the meetings of the Board, providing written or oral reports as needed. These Directors may also be asked to attend official events or communicate with other members in the region they represent.
3. Directors are expected to participate on Committees of the Board and Committees of the CEO. Currently the standing committees are Executive, Finance, Governance/Resolutions, Nominations and Awards. From time to time, task forces and ad-hoc committees are also established to consider emerging issues for the Association or for the non-profit housing sector.
4. Directors are elected for three-year terms unless filling the position of a Director unable to complete their term of office.
5. An expense policy has been established to govern the reimbursement of Directors for out-of-pocket expenses incurred while carrying out board activities; however, Directors are not remunerated for their participation as a Board member.
6. The first meeting of the new Board will be in January 2021.

**Nominations will not be accepted after September 25, 2020 or from the floor of the AGM.**

#### **4 VACANT BOARD POSITIONS – NOVEMBER 2020**

- Director – Interior (3-year term)
- Director – North (3-year term)
- Director – North (2-year term)
- Director – Vancouver Island (3-year term)

**Please forward your expression of interest of nomination form before the deadline of September 25, 2020 to:**

**Mail:** BCNPHA Nominating Committee, Suite 220 – 1651 Commercial Drive, Vancouver, BC, V5L 3Y3

**Fax:** 604-291-2636 or **Email:** [admin@bcnpha.ca](mailto:admin@bcnpha.ca)

**Questions?** Contact Jill Atkey, CEO, BCNPHA by Tel: 778.945.2155 or 1.800.494.8859 Ext.2155 or email at: [jill@bcnpha.ca](mailto:jill@bcnpha.ca)



## BC NON-PROFIT HOUSING ASSOCIATION

### **DIRECTOR**

#### **Job Description**

#### **SUMMARY**

Members of the Board of Directors are responsible for providing overall direction to BC Non-Profit Housing Association, including review and approval of the Association's strategic objectives and policies. BCNPHA's CEO and staff support the Board.

#### **DUTIES**

Board members set strategic directions for BCNPHA positions on housing programs and related issues and are active participants in the development of governance policies.

Directors are expected to attend approximately five meetings of the Board of Directors on an annual basis, plus the annual Conference and Annual General Meeting of the Association. One of the Board Meetings is extended for an extra day for the purposes of annual strategic planning and Board orientation.

Directors are expected to participate actively in BCNPHA through membership in at least one of the Board's committees or other workgroups that are set up to address specific projects.

Directors are expected to promote and participate in regional activities of BCNPHA in their area of the province by attending regional meetings and being involved in local networks.

Directors are expected to assist BCNPHA in recruiting and maintaining members of the Association.

#### **TIME COMMITMENT AND TRAVEL**

Directors serve for a three-year term and should plan to contribute a minimum of twelve to fourteen days toward BCNPHA activities annually. Directors are reimbursed for travel, accommodation and meal costs associated with BCNPHA meetings. Meetings are held on weekdays, subject to the approval of the Board.

#### **QUALIFICATIONS**

BCNPHA's Board of Directors should represent the broadest expertise of BC's non-profit housing sector in the delivery and management of non-profit housing. It is important that members of the Board contribute a variety of housing skills and experience to provide effective leadership to the Association:

We are looking for individuals with:

- a strong commitment to non-profit housing in BC;
- experience at a policy level within positions serving as a director or senior manager of a non-profit housing corporation/society;
- current experience as a director or senior manager of a non-profit housing corporation/society;
- in depth knowledge in delivery of non-profit housing;
- an ability to think strategically on behalf of the non-profit housing sector broadly;
- an ability to analyze and process trends and develop forecasts for the sector;
- a good understanding of non-profit housing programs operating in BC;
- A background in current issues affecting the development and/or operation of non-profit housing in BC. Experience on a BCNPHA committee, workgroup or network would be an asset;
- a willingness to promote the development of BCNPHA as a strong organization dedicated to sector communication, education and advocacy;
- operational or technical expertise relevant to non-profits in BC;
- current knowledge on energy issues affecting non-profit housing in BC;
- strong reasoning skills;
- ethics;
- Integrity.

Individuals cannot have been BCNPHA staff or a contractor to BCNPHA within the past 3 years.

Only one representative per member organization may sit on the BCNPHA Board at any given time.



# BC Non-Profit Housing Association

## BOARD CANDIDATE APPLICATION FORM – PAGE 1

### CANDIDATE APPLICATION TO NOMINATIONS COMMITTEE OF BCNPHA BOARD OF DIRECTORS

Name: \_\_\_\_\_ Director  Staff

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Member Organization: \_\_\_\_\_

I, \_\_\_\_\_ HEREBY express my interest to be considered for nomination as a candidate for election to the Board of Directors of the BCNPHA and agree to stand for election and fulfil the duties of a Director if elected.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **NOMINATED BY:**

Only voting members in good standing of the BC Non-Profit Housing Association may nominate candidates for the Board. Only one candidate per voting member may express an interest for nomination.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### **APPROVAL BY THE CANDIDATE'S ORGANIZATION:**

To be completed by someone other than the candidate.

I, \_\_\_\_\_, am authorized to sign

on behalf of \_\_\_\_\_ which hereby supports the  
(Member organization that the candidate represents)

Expression of interest for nomination to the BCNPHA Board of the candidate named above.

\_\_\_\_\_  
(Authorized signature)

**Please Note:** An expense policy has been established to govern the reimbursement of Directors for out-of-pocket expenses incurred while carrying out board activities however; Directors are not remunerated for their participation as a Board member.



# BC Non-Profit Housing Association

## BOARD CANDIDATE APPLICATION FORM – PAGE 2

### **BACKGROUND**

Nominations must be accompanied by the *nominee's resume, two references and a brief statement (maximum 150 words)* on the background of the nominee and why the nominee is interested in serving on the Board of Directors. This statement will be distributed to the membership. \*Attached is a Skills Strength Matrix to be completed and forwarded with the application, includes an optional Diversity Matrix."

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*\*Nominees will be expected to speak for approximately two minutes at the AGM as to their interest in sitting on the BCNPHA Board.*

**Please return this completed application form along with your resume and two references by:**  
**Mail:** BCNPHA Nominating Committee, Suite 220 – 1651 Commercial Drive, Vancouver, BC, V5L 3Y3  
**Fax:** 604.291.2636  
**Email:** admin@bcnpha.ca

**Deadline: September 25, 2020**  
**Nominations will not be accepted after this date**

**PLEASE NOTE:**  
**Nominations will not be accepted from the floor of the Annual General Meeting**

| Types of Housing / Housing Supports | Check where applicable | Comments | Types of Housing / Housing Supports     | Check where applicable | Comments |
|-------------------------------------|------------------------|----------|---|------------------------|----------|
| Family Housing                      |                        |          | Youth Housing                           |                        |          |
| Short-Term Housing                  |                        |          | Workforce Housing                       |                        |          |
| Transitional Housing                |                        |          | Persons w. Disabilities                 |                        |          |
| Supportive Housing                  |                        |          | Strengths                               | Check 3                | Comments |
| Community Living                    |                        |          | Finance                                 |                        |          |
| Mental Health                       |                        |          | Governance                              |                        |          |
| Aboriginal Housing                  |                        |          | Risk Management/Law                     |                        |          |
| Homelessness                        |                        |          | Strategic Planning                      |                        |          |
| Municipal Authority                 |                        |          | Human Resources                         |                        |          |
| Rural (R) / Urban (U)               |                        |          | Advocacy                                |                        |          |
| Small Provider <50                  |                        |          | Communications                          |                        |          |
| Mid-Sized Provider                  |                        |          | Community Development                   |                        |          |
| Large Provider >1000                |                        |          | Diversity<br>(this section is optional) | Check Where Applicable | Comments |
| Seniors Housing                     |                        |          | Gender                                  |                        |          |
| Assisted Living                     |                        |          | Aboriginal                              |                        |          |
| Long-Term Care                      |                        |          | Visible Minority                        |                        |          |
| Recovery Housing                    |                        |          | Disabled                                |                        |          |
| Ethnocultural Housing               |                        |          | LGBTQ2S                                 |                        |          |