



# 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) elect directors to fill vacant positions on 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 an executive 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 the 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. BCNPHA bylaws do not allow for nominations from the floor at the AGM.

#### **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, so some travel will be required.
2. 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.
3. Directors are elected for three-year terms unless filling the position of a Director unable to complete their term of office.
4. 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.
5. The first meeting of the new Board will be in January/February 2026.

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

**or Email:** [admin@bcnpha.ca](mailto:admin@bcnpha.ca)

**Questions?** Contact Jill Atkey, CEO, BCNPHA by Tel: 778.945.2155 or 1.833.227.0708 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 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
- leadership experience within the non-profit housing sector in BC
- in depth knowledge in delivery of non-profit housing
- an ability to think strategically on behalf of the non-profit housing sector broadly
- 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
- operational or technical expertise relevant to non-profits in BC
- ethics.
- integrity.

To ensure a diversity of experiences and skill sets, the BCNPHA Board is seeking candidates with the following lived experiences:

- Racialized
- Living with a disability
- LGBTQ2S (including gender diverse/non-binary)
- Other equity-denied group

BCNPHA is committed to embedding reconciliation, equity, diversity and inclusion (REDI) principles within our organization and in the work we do as part of the community housing sector. These principles are central to our vision of a safe, secure, and affordable home for everyone. Our commitment to REDI principles within our own

organization and in working with partners, members and housing collaborators includes ensuring our staff, leadership and board are more representative of the diversity of our communities. The BCNPHA board encourages individuals from equity-seeking groups to submit nominations. For more information on BCNPHA's commitment to REDI, please visit our website: <https://bcnpha.ca/about/commitment-to-reconciliation-equity-diversity-and-inclusion/>

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 in 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. Directors are not remunerated for their participation.



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."

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**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  
**Email:** [admin@bcnpha.ca](mailto:admin@bcnpha.ca)

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

## BCNPHA BOARD DIVERSITY MATRIX INSTRUCTIONS

1. Go to the Diversity Matrix Tab
2. Find your name at the top of the matrix. You will input your information in this column.
3. In the **Strengths** section, use the dropdown menu in the cell to rate yourself on a scale of High(3) to Low/Not Applicable (1) to reflect the level of experience/skills you possess in a particular area. When rating yourself, rate yourself a **3 if you feel you are very experienced** in the area, **rate yourself a 2 if you have some experience**, and **rate yourself 1 if you have little to no experience** in that area. Please refer to the scale key on the lefthand side of the matrix table for a quick reference when you are doing your self-assessment.

Strengths	
Finance	
Governance	1 2 3
Risk	

4. In the **Demographic Diversity** section, use the drop down list in the cell to indicate "yes" if the description applies to your experience. Please leave the cell blank if the description does not apply to you.

Diversity	
Female	
Male	Yes
Non-binary	

5. In the **Types of Housing** section, use the dropdown menu in the cell to indicate "yes" if your organization provides the specific type of housing for your organization.

Types of Housing	
Family Housing	
Short-term Housing	
Transitional Housing	yes

## Board Diversity Matrix\*

**Instructions:** In the Strengths section, rate yourself on a scale of High(3) to Low/Not Applicable (1) to reflect the level of experience you have in a particular area. In the Demographic Diversity section, use the drop down list in the cell to indicate "yes" if the description applies to your experience. Use the reference guide on the lefthand side of the matrix to help in your self-assessment. Please leave the cell blank if the description does not apply to you. In the Types of Housing section, use the dropdown menu in the cell to indicate "yes" if your organization provides the specific type of housing. Please leave the cell blank if the description does not apply to your organization.

### Strengths Scale:

3 = very experienced

2 = somewhat experienced

1 = little to no experience

\*\*\* Please leave the cell blank if the category does not pertain to your experience.

Name	
(fill in your name)	
<b>Strengths</b>	
Finance	
Governance	
Risk	
Strategic Planning	
Human Resources	
Advocacy	
Communications	
Community Development	
<b>Diversity</b>	
Female	
Male	
Non-binary	
Indigenous	
Racialized	
Living with a disability	
LGBTQ2S	
Other equity seeking	
<b>Types of Housing</b>	
Family Housing	
Short-term/transitional Housing	
Transitional Housing for women leaving violence	
Supportive Housing	
Community Living	
Mental Health	
Indigenous Housing	
Shelters/homelessness	
Municipal Authority	
Rural	
Urban	
Small Provider <200 units	
Mid-Sized Provider 200-1000 units	
Large Provider >1000 units	
Seniors Housing	
Assisted Living	
Long-Term Care	
Recovery Housing	
Ethnocultural Housing	
Youth Housing	
Workforce Housing	
Person With Disabilities (Accessible Housing)	