



SOS CHILDREN'S
VILLAGE
BRITISH COLUMBIA

BOARD OF DIRECTORS APPLICATION PACKAGE



SOS Children's Village British Columbia (Canada) Society

Deadline for Nominations: Annually in May

ABOUT SOS

SOS Children's Village BC was founded in 1986 as a grassroots response to the challenges children and youth faced in the foster care system. The unique Village model is based on SOS International founder, Hermann Gmeiner's belief that a loving, consistent parent home, family and a community create a circle of healing, belonging, support and growth for children who face unfortunate circumstances.

These elements are evident in our local Village, located on 2.5 acres in a picturesque urban area of Surrey. Since opening its doors in 1999, the Village – the only SOS Children's Village in all of Canada – has provided care and support to children and their families, helping to build on individual strengths and cultivate social networks to maximize each child's opportunities for success.

Over the past 30 years, SOS BC has expanded into the community and the "Village" is now a community integrated model. We own and operate 5 family-based care homes, 5 transition suites, and a Village Centre for program and resources on our campus, as well as supporting additional families located in the nearby community. Among our strategic goals and priorities, SOS BC's intentions are to work closely with Indigenous communities in response to the injustices children and youth face as part of Ministry systems and to develop a funding method in which we can extend our reach and impact through our family-based care model so that we can support a brighter future for all.

Dear Board Applicant,

Thank you for your interest in the opportunity to become an SOS Children's Village British Columbia (Canada) Society Board Member!

We are looking for passionate and diverse individuals to join our board who believe in our mission and are willing to be active in their governance roles. The board performs an important collective role in establishing policies, strategic plans, and financial sustainability for our organization. By sharing your time and expertise, you will become a part of the continued success and vital health of our organization.

While we do ask that our board members to play an active role, we pride ourselves on supporting each other as a team and believe that we offer an opportunity for our members to learn and grow with the organization. All board candidates will be reviewed by the Board Recruitment Committee, however, only successful applicants will be asked to move forward with SOS BC's Board recruitment process. All applications are welcome that hold fitting skills and qualifications.

In return for being a member of our leadership team, you will have the opportunity to engage in your community, contribute to providing key services to children & youth in need, as well as receive valuable experience working on a Board of Directors for a globally recognized non-profit organization.

Thank you for considering participation with our Board. If you have any questions about the enclosed information or the organization, please feel free to contact me directly.

Sincerely,

Kistie Singh

Executive Director
kistiesingh@sosbc.org

ABOUT THE BOARD OF DIRECTORS

Board members are volunteer fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies as well as by ensuring the organization has adequate resources to advance its mission. As a board member your roles will include steward, donor, solicitor, prospector, advocate, visible attendee and team builder.

Responsibilities and Deliverables

- Regular attendance at 8 annual board meetings (virtual/ in person when needed)
- Commitment to participate in 1- 2 fundraising events annually
- Acknowledge and engage in Reconciliation practices and Indigenous ways of knowing as non- Indigenous individuals
- Promote and support the work of Child Protection and Safeguarding within the organization's operations
- Raising money for the organization and/or influence to attract financial resources
- Provide continuity for the ongoing governance and management of the organization
- Review and authorize plans and commitments; work as a team member to support board decisions
- Passionate and committed to the overall mission, purpose, and work of the organization
- Contribute to organizational strategic and fund-development planning
- Stay informed about organizational matters, well prepared for meetings and reviews/comments on minutes and reports
- Active participant in annual evaluations of the organization and Executive Director
- Promote and bring awareness to the organization within the community
- Willingness to attend board training sessions

Skills and Qualifications

- Solid networking skills
- Willingness to share with the organization your strengths, spheres of influence, expertise
- Desire to enhance the image and reputation of the organization
- Governance ability
- Passion to help local children, youth and families in need
- Enthusiastic, community minded
- Knowledge of social services sector an asset
- Experience in non-profit board work an asset
- Motivated by change; willing to take calculated risks to implement change
- Eager, positive and outgoing demeanour
- Ability to envision the future needs of our organization
- Strong communicator – speaking and listening skills
- Ethical and forthright reputation
- Ability to collaboratively work as a team member

Beneficial Assets

- Volunteer experience
- Experience working closely with Indigenous communities
- Prosperity as a business professional
- Current or past foster parent experience
- Current or past experience with Ministry of Children and Family Development, delegated agencies such as Vancouver Aboriginal Child and Family Services Society or other social service agencies in BC
- Currently attending post-secondary education (student board position available) in Social Services or Business

Code of Conduct

1. Statements/questions regarding SOS BC to the Board President or Executive Director
2. Serve SOS BC as a whole rather than any special interest group or constituency
3. Disclose any possible conflict of interest to the Board in a timely manner and avoid even the appearance of a conflict of interest
4. Refrain from accepting/offering any favours or gifts from/to anyone who does business with the organization
5. Read and understand the organization's financial statements and otherwise help the Board fulfill its fiduciary responsibility

Fundraising and Marketing

1. Make a personal annual Village Circle gift to SOS BC according to personal means and support other resource development activities
2. Assist the organization by implementing fund raising strategies through personal influence with others
3. Participate in at least two fundraising events, programs and/or activities
4. Introduce at least two people to SOS BC each year

Meetings

1. Prepare for and participate in Board and related meetings
2. Review and be prepared to discuss materials in advance of meetings
3. Ask timely and substantive questions at Board and committee meetings
4. Suggest agenda items periodically for Board and related meetings
5. Maintain meeting agendas by keeping discussion on track with the agenda and tabling other relevant discussions for future meeting agendas
6. Attendance to the Annual General Meeting is mandatory

General Expectations

1. Support the mission, purposes, goals, and programs of SOS BC
2. Review and become familiar with the policies of SOS BC including the Child Protection Policy
3. Suggest possible candidates for the Board who can make significant contributions to the work of the Board and the progress of SOS BC
4. Provide input and feedback to the Executive Director on ED performance
5. Attend Board organized social events
6. Respond to emails and requests in a timely fashion

Term

Directors are elected for a two year term. Executive (President, Vice President, Treasurer and Secretary) are appointed by the Directors annually.

In return for being a member of our leadership team, you will have the opportunity to engage in your community, contribute to providing key services to children and youth in need, as well as receive valuable experience working on a Board of Directors for a globally recognized non-profit organization.

NOMINATION PROCESS

1. Download and complete application form (<https://www.sosbc.org/who-we-are/meet-our-team/>).
2. Send application and resume to :

Kistie Singh
Executive Director
Email: kistiesingh@sosbc.org
Fax: (604) 574-2967

3. The Board Recruitment Committee will review all applications, establish a short list and conduct personal interviews.
4. The Board Recruitment Committee will recommend and distribute a list of all eligible candidates to the Board of Directors.
5. A criminal records check will be required by all applicants.
6. Nominated candidates will be given an opportunity to address the members at the Annual General Meeting during the Election of Directors.

**All board candidates will be reviewed and may not necessarily be shortlisted.
All applications are welcome that hold fitting skills and qualifications.**

BOARD OF DIRECTORS APPLICATION FORM

First Name	Last Name
Street Address	
City	Postal Code
Phone 1	<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell
Phone 2	<input type="checkbox"/> Work <input type="checkbox"/> Home <input type="checkbox"/> Cell
Email Address	
Current Position/Title	

Please list any previous board/committee experience you have had

List any other previous or current volunteer involvement

Please write in your own words your understanding of the mission of this organization

Please mark any committees below that may be of preference to you

- | | |
|---|---|
| <input type="checkbox"/> Audit Committee | <input type="checkbox"/> External Relations Committee |
| <input type="checkbox"/> Events & Conferences Committee | <input type="checkbox"/> Development Committee |
| <input type="checkbox"/> Aboriginal Relations Committee | <input type="checkbox"/> Nomination Committee |
| <input type="checkbox"/> Building Committee | |

Board of Directions Application Form Continued...

What skills do you have that you think would be an attribute to the board

Education and training that may be relatable to the position and the organization

Please describe your personal goals and your reason for wanting to volunteer as a board member

Please provide at least one personal reference and one professional reference

Name | Relationship to You |

Yrs Known | Contact Number |

Name | Relationship to You |

Yrs Known | Contact Number |

Name | Relationship to You |

Yrs Known | Contact Number |

Board of Directions Application Form Continued...

Self-Assessment

Please rate your experience level from 1-4 in the following categories with 1 being low experience and 4 being extensive experience.

Management	1	2	3	4
Strategic Planning	1	2	3	4
Human Resources	1	2	3	4
Accounting/Finance	1	2	3	4
Marketing	1	2	3	4
Social Welfare & Humanities	1	2	3	4
Foster Care	1	2	3	4
Child Welfare	1	2	3	4
Communications /Public Relations	1	2	3	4
Technology	1	2	3	4
Policy Advocacy/Government Relations	1	2	3	4
Business Programs/Events	1	2	3	4
Business Development	1	2	3	4
Fund Development/Fundraising	1	2	3	4
Public Relations	1	2	3	4

Board of Directions Application Form Continued...

Consent and Declaration

I, (print name) _____, hereby declare that all of the information submitted as part of this application is accurate and true. I consent to my nomination to the SOS BC Board of Directors. I have read the material and agree to abide by the Code of Conduct and Election Process.

Signature _____ Date _____

Submission Checklist

- Reviewed the information in this package thoroughly
- Understand the nomination process
- Completed the application
- Provided a resume with the application

Submit completed application form and resume to:

Kistie Singh
Executive Director
Email: kistiesingh@sosbc.org
Fax: (604) 574-2967



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