

CENTRAL OKANAGAN FOUNDATION BOARD OF DIRECTORS APPLICATION FORM

ABOUT US

Community Foundations are charitable organizations dedicated to improving communities in specific geographical areas. Central Okanagan Foundation does this by pooling the charitable gifts of donors to create endowment funds and using the investment income to make grants. See our website (above) for more information about what we do. To find out more about Community Foundations, visit Community Foundations of Canada.

The Central Okanagan Foundation was founded on January 31, 1977. We support registered charities within the Central Okanagan Region, which encompasses the District of Lake Country, City of Kelowna, City of West Kelowna, and District of Peachland. By delivering on our Vision and Mission, we believe that the Foundation can help our communities flourish.

MISSION

To contribute to the quality of life in the Central Okanagan through the raising and stewardship of entrusted funds, innovative and diverse granting, and active community leadership.

VISION

We are the catalyst, building excellence in philanthropy to ensure our communities' flourish. We believe that everyone can leave a legacy.

As a Community Foundation, we are a registered non-profit Society with the Canada Revenue Agency. As a tax-exempt entity, we are publicly accountable for the funds we manage and can provide tax receipts for gifts received.

What does the Central Okanagan Foundation Board do?

- Support the work and advocate for the long-term goals of the Central Okanagan Foundation and that of the Community Foundations of Canada network.
- Be responsible for the society as defined by the Societies Act and upholding the Central Okanagan Foundation constitution and policies and procedures.
- Oversee the organization through approval of budget, strategic planning, and guidance.
- For more details, see our BOD Terms of Reference document, attached.

How much time is required?

Terms of office: 2-year term with a possibility of 4 terms.

Time commitment: Generally, Board members are expected to attend monthly Board meetings and special events, i.e. Annual General Meeting, Annual Community Meetings. Regular Board meetings are generally held on a monthly basis throughout the year, except for July, August and December which are at the call of the Chair. These meetings are typically up to 2 hours in duration. Meeting materials are circulated in advance and directors generally require 1-2 hours of prep to review materials in advance of each meeting. Service on at least

one working Board Committee is also expected. Please see the Foundation Board Meeting Attendance Policy, attached.

If you are interested in applying to be considered for a director position at the Foundation and have the capacity to meet the above criteria, please complete the below together with a short bio, resume or Linked-in profile link.

Name:
Email:
Home address:
Postal Code
Home phone:
Work / Cell phone:
Occupation:
Organization / Company:

Please briefly describe why you are interested in joining the Central Okanagan Foundation Board of Directors?

If it is not included in your profile or resume, please briefly describe your previous experience as a director:

Are you currently affiliated with any other Boards? Please advise which Board, your position and current term:

Have you applied for any other Board positions, or do you expect to apply, while you are a director with COF?

Particular Skill Sets or Areas of interest:

- Governance
- Community service provider / professional. If currently active, please indicate which service provider:

- Strategic Planning
- Programs & Community Service/Involvement
- Fund development/grant proposals ??Legal
- Corporate Secretary /Board Bylaws
- Accounting / Finance / Investment Management
- Social Impact Investing
- HR & Administration

- ❑ Branding & Media management or PR

What other skills, experience or education would you like to highlight that would be relevant to your serving as a director for the Foundation:

The Central Okanagan Foundation is committed to a diverse, inclusive, and equitable environment where all board members and staff feel respected and valued for their uniqueness, regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. We respect the value that diverse life experiences bring to our board and leadership, and we strive to listen to their views and give them value. We are committed to being nondiscriminatory and to modeling diversity, inclusion, and equity and maintaining fair and equal treatment for all.

Please provide names of two references that would support your nomination & contact details:

#1 Supporter's Name:
Organization:
Preferred method of Contact:

#2 Supporter's Name:
Organization:
Preferred method of Contact:

Additional Instructions:

We will do our best to respond to every application, but only successful candidates will be asked to submit a nomination form. You must also be prepared to sign our Director Agreement, which, among other things, requires compliance with our Conflict of Interest Policy and imposes obligations of confidentiality. Copies of these documents will be provided to all successful nominees for director positions.

Please submit to info@centralokanaganfoundation.org

For Internal Use Only

Received On:	By:
Notified Candidate of Results On:	By:
Term Start Date:	Term End Date:

See attached Board Meeting Policy

Policy #11

Board Meeting Attendance

Approved, October 4, 2004

POLICY STATEMENT

Central Okanagan Foundation

SUBJECT: **Board member Attendance** at Central Okanagan Foundation Board meetings.

STATEMENT: A person who accepts the responsibility to serve as a member on the COF Board must make every effort to attend the regularly scheduled Board meetings. Should a member be absent for two Board meetings in a row, the Chairperson will contact the member to review the attendance issue. The results of that call will be reviewed by the Executive committee so that the Board can be advised at the next meeting as to any recommended course of action.

INTERPETATION:

- In order for members to be in the best position to make decisions regarding issues related to COF regular meeting participation is essential.
- Attendance issues relating to extenuating circumstances will be given proper consideration by the Board.
- Members that have poor attendance may be asked to resign if the majority of the Board feel the attendance issue has begun to effect the Board's ability to make decisions in the best interest of COF.

PURPOSE:

- This policy is intended to support full contribution of all board members. All board members will receive a copy of this policy. The policy is reviewed once a year and maintained in each board member's Manual.

DEFINITION OF A BOARD ATTENDANCE PROBLEM:

A Board member attendance problem occurs if any of the following conditions exist in regard to a board member's attendance at Board meetings:

- The member has two un-notified absences in a row (un-notified means the member did not call ahead to a reasonable contact in the organization to indicate their inability to attend)
- The member has three notified absences in a row
- The board member misses one third of the total number of board meetings in a twelve-month period

SUGGESTED RESPONSE TO A BOARD ATTENDANCE PROBLEM

If a board –attendance problem exists regarding a member, the Board Chair will promptly contact the board member to discuss the problem. The member’s response will be shared by the Chair with the entire Board at the next board meeting. In that meeting the board will decide what actions to take regarding the board members future membership.