



Literacy Central Vancouver Island

As a Society under the Societies Act of BC, Nanaimo Literacy Association operating as *Literacy Central Vancouver Island* is governed by a Board of Directors. Annually, the Board seeks nominations of qualified and willing individuals to assume a director position. The Board may have between 8 and 11 Directors.

The role of a Board member is to:

- act honestly and in good faith with a view to the best interests of the society
- exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances and act in accordance with the Societies Act and the by-laws, policies and procedures of the Association
- establish policies and procedures necessary to carry out the Nanaimo Literacy Association mission and purpose
- approve annual budgets and financial statements.
- engage in the Board Strategic plan and set priorities from the plan
- determine and support Nanaimo Literacy Association positions as they relate to public statements
- actively promote the Literacy Central Vancouver Island

The duties of a Board Member are to:

- attend monthly Board meetings, review all materials distributed prior to the meeting, be prepared and ready to act on scheduled agenda items. Attend the Annual General Meeting.
- attend functions throughout the year to represent the Association both internal and external
be willing to participate in committee and other related activities of the Association.

Qualifications Sought In Board Members:

The Board is strongest and most effective when core competencies are represented with each director contributing their unique combination of personal knowledge, experience, and skills.

A. Membership and Undertakings

- You must be a voting member in good standing
- Directors must agree to sign a code of ethics and a conflict of interest disclosure.

B. Integrity and Accountability

- Directors must have demonstrated high ethical standards and integrity in their personal and professional dealings, and must be willing to act on – and remain accountable for – their boardroom decisions.
- Directors should be dedicated to the purpose of the Society and/or possess the knowledge, skills, or experience which would assist the work of the Board.
- Directors must value the performance of the Board collectively over individual performance and should demonstrate respect for others in executing their responsibilities.

C. Financial Literacy

- Directors should be financially literate and able to evaluate organizational performance.



Mandatory Qualification's for a Director under the Societies Act

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 effect.

Signature of applicant that you comply with these sections of the Societies Act :

Signed: _____

Date: _____



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Request To Let Your Name Stand As A Nominee for the Position of Director

Please fill out the following form and return it to Literacy Central Vancouver Island office along with a digital photograph.

I am prepared to let my name stand for election and will be free to carry out my responsibilities as an active Director should I be elected. I hereby certify that I understand the Directors' commitment and responsibilities and should I be elected to represent Literacy Central Vancouver Island, I will fulfill those obligations.

NAME: _____

ADDRESS: _____

PHONE: _____ **E- MAIL:** _____

Please indicated prior Board / committee experience:

Please write a short paragraph that will be posted on Literacy Central Vancouver Island website about your vision, experience and skills that you will bring to the Board of Directors

I have read the material attached and understand the obligations of being a Director.

Signature: _____ Date: _____

E-mail: info@lcvl.ca Literacy Central Vancouver Island, 19 Commercial St., Nanaimo, BC V9R 5G3