

Call for Nominations to the Board of Directors

Are you:

- A passionate person who wants to make a difference in the Squamish community?
- A self-motivated, results-oriented person who has time, energy, and expertise to share?
- An active supporter of arts and culture initiatives?

Squamish Arts (SA), a non for profit organization that has been working to enhance arts and culture in Squamish for over 50 years, is inviting the nomination of candidates for its Board of Directors. Each candidate must be nominated by a current member, by the board, or by the Nominations Committee and must consent to the nomination. So far as circumstances permit, the candidate must be nominated prior to the AGM.

Nominees must provide the following information for consideration of their candidacy:

1. Nomination form
2. Board candidate letter of consent
3. Resume
4. Short bio (150 – 200 words)
5. Photo of candidate

Some candidate assets include:

- An understanding of the non-profit sector and related issues and challenges.
- Experience in non-profit board governance and financial management.
- Experience dealing with governments and the private sector.
- An understanding of current arts and culture practices in Squamish.
- Enthusiasm and energy to work with a committed team of board members and staff to improve access to arts and culture, as well as local artists.
- A background that reflects the contemporary diversity of Canada.

There are 14 elected positions on the Board of Directors. There are currently 5 available seats. All nominations must be received by info@squamishart.com no later than 12:00 pm, Friday, April 26, 2024. Nominees are invited to introduce themselves in a 2-4 minute speech at the Annual General Meeting on Monday, May 6, 2024 7:00 pm-8:30 pm.

Board Member Job Description

General Responsibilities of Board Members:

- Overall governance of SA by establishing and monitoring policies and programs and supporting development and effectiveness of the Board of Directors.
- Establish strategic purpose and direction for SA by participating in regular strategic planning and monitoring performance toward the plan's results.
- Hire the Executive Director while ensuring that they have the necessary leadership abilities, skills, experience, education and personality that will grow SA and monitoring the Executive Director's performance toward responsibilities and yearly objectives.
- Represent SA and its programs and services to stakeholders, including community funders and clients.
- Ensure the financial health of SA by complying with fiscal policies and procedures and through ongoing analysis of financial reports.
- Ensure effective performance of the agency's programs through ongoing program planning and evaluation.
- Ensure compliance with federal, provincial, local and Society policies and procedures.
- Maintain confidentiality policies with respect to membership and Board discussions

Specific Duties:

- Attend regularly scheduled monthly Board meetings. Three consecutive missed meetings (without reasonable cause) will result in removal from the Board.
- Participate on committees and become knowledgeable about the purpose and goals of the committee.
- Attend important SA events as much as possible.
- Build and work within a collaborative and respectful decision-making model that contributes to consensus.
- Support all members of the Board and work to understand the role of each team member.
- Volunteer for and willingly accept assignments and complete them thoroughly and on time.
- Stay informed about Board policies, prepare for meetings, review and comment on minutes and reports, bring issues to the Board for discussion as needed.

Board Candidate Letter of Consent:

I _____, accept the nomination to run for Director of the Squamish Arts in the 2024 election. I understand that, if elected, I will serve a 2 year term of office. I recognize that I must be a current member of the Squamish Arts when standing for office and while serving on the Board, if elected. I agree to have my contact information published in conjunction with the election.

I acknowledge that, if elected, I am expected to attend:

- Monthly Board meetings
- Board orientation sessions
- Board training sessions
- Strategic Planning sessions
- Board functions at SA
- Annual General Meetings

I commit to participate fully in the work of the Board of Directors year-round. I understand that I must not miss more than three consecutive Board meetings annually.

I confirm that I have never been convicted of fraud or any other financial conviction, nor do I have any undischarged bankruptcy charges.

Candidate Signature Date: _____

Board Chair Signature Date: _____

BOARD OF DIRECTORS NOMINATION FORM

Candidates for the Board of Directors must complete a Board Nomination Package and submit via email to info@squamishartscouncil.com by **Friday April 26, 2024 at 12:00pm (noon)**. Package must include nomination form, board candidate letter of consent, resume, short bio, and photo of each candidate.

Nominee Name: _____

Nominator Name: _____

Address: _____

Phone Number: _____ Cell: _____ Email: _____

I, the undersigned, hereby nominate _____ as a director of The Squamish Arts's board of directors for the 2024 election

I nominate this person because:

I certify that I am a member in good standing and am not under the age of 19 years. I agree to be contacted by the Nominations Committee or its representative.

Nominator Signature: _____ **Date:** _____

Code of Ethics for Board Members

Goal: To establish a set of principles and practices of Squamish Arts Board of Directors that will set parameters and provide guidance and direction for board conduct and decision-making.

Code: Members of the Board of Directors of Squamish Arts are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities. Board members pledge to accept this code as a minimum guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, by-laws and policies of the Squamish Arts.
2. Exercise reasonable care, good faith and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to association members, the board, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all Squamish Arts activities.
7. Strive to uphold those practices and assist other Squamish Arts members of the board in upholding the highest standards of conduct.

Personal Gain

8. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of the nonprofit they represent.

Equal Opportunity

9. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economic characteristics of the state or region represented.
10. Ensure the right of all association members to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

11. Respect the confidentiality of sensitive information known due to board service.

Collaboration and Cooperation

12. Respect the diversity of opinions as expressed or acted upon by the Squamish Arts board, committees and membership, and formally register dissent as appropriate.
13. Promote collaboration, cooperation, and partnership among association members.

BOARD MEMBER'S CODE OF CONDUCT

The board of directors is committed to teamwork and effective decision-making. Towards this end board members will:

- Endeavour to represent the broader interests of members and/or stakeholders
- Seek to balance their contribution as both an advisor and learner.
- Be honest with others and true to themselves
- Refrain from trying to influence other board members outside of board meetings that might have the effect of creating factions and limiting free and open discussion.
- Be willing to be a dissenting voice, endeavor to build on other director's ideas, offer alternative points of view as options to be considered and invite others to do so too.
- On important issues, be balanced in one's effort to understand other board members and to make oneself understood.
- Once a board decision is made, support the decision even if one's own view is a minority one.
- Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with "one voice".
- Respect the confidentiality of information on sensitive issues, especially in personnel matters.
- Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks. However, individual board members may not bind, make promises or commitments, or represent the opinion of the organization without board authorization.
- Disclose one's involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see Conflict of Interest Policy).
- Refrain from giving direction, as an individual board member, to the executive director or any member of staff.
- Refrain from investigating or discussing the executive director's performance with staff members or stakeholders without board authorization

Board Member Meeting Schedule

The Board of Directors of the Squamish Arts meets on the second Monday of each month from 7:00 pm - 8:30 pm. Meetings are usually held in person at the 55 Center or taken over Zoom.

June 10, 2024

July 8, 2024

August 12, 2024

September 9, 2024

October 14, 2024

November 12, 2024

December 09, 2024

January 13, 2025

February 10, 2025

March 10, 2025

April 14, 2025

May 5, 2025 - Annual General Meeting

BOARD MEMBER - PERSONAL INFORMATION:

Board Member Name (please print): _____

Date of Birth (dd/mm/yy): _____

Home Phone: _____ Cell: _____

Address: _____

Work email _____ Personal email _____

Employer: _____ Position: _____

Board Term Renewal Date _____

SELF IDENTIFICATION QUESTIONS:

The Squamish Arts is committed to fostering a diverse and inclusive work environment. The information in this section will be used for statistical purposes and to monitor the equity performance of our board. You are not required to share your self identification information and can select “prefer not to answer” to any of the questions below.

With which gender(s) do you identify?

_____ Prefer not to answer _____

Do you identify as Indigenous to Canada? (First Nations, Non-Status, Metis, and Inuit). If yes, please specify below:

_____ Prefer not to answer _____

Do you identify as black?

Yes _____ No _____ Prefer not to answer _____

Do you identify as white?

Yes _____ No _____ Prefer not to answer _____

Do you identify as a person of colour?

Yes _____ No _____ Prefer not to answer _____

Do you identify as a member of the deaf & disability community, or live with chronic illness or are neurodivergent? A person with a disability is someone who has a long term or recurring physical, mental, sensory, psychiatric, or learning impairment that affects employment, such as a functional limitation, and that requires accommodation in the workplace.

Yes _____ No _____ Prefer not to answer _____

Do you identify as LGBTQ2IA+?

Yes _____ No _____ Prefer not to answer _____

RESPONSIBILITY OF CONFIDENTIALITY AND ETHICAL CONDUCT

This is a signed statement indicating my commitment to the

Squamish Arts

- I will not discuss any confidential information that I see or hear within the Council with any unauthorized individual
- I have read and understand the Board Member Code of Ethics established by SA and outlined in the Board of Directors Policy and Procedures Manual
- I agree to uphold the Board Member Code of Ethics policy established by SA and outlined in the Board of Directors Policy and Procedures Manual
- I realize that breaking this code of confidential and ethical responsibility could mean my dismissal from my position within the Council.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____
Month Day Year

WITNESS: _____