

BOARD MEMBER

POSITION DESCRIPTION:

The Friends of the Vancouver Public Library is a charitable organization dedicated to creating opportunities for individuals and communities to engage with and support the Library and their local branches. With the support of its many and diverse members, the Friends operates the **book'mark** store and organizes quarterly book sales that have raised over \$1 Million for library programs across the city.

The Friends are currently seeking five (5) motivated individuals with a passion for community, learning, and giving back to serve on their Board of Directors. We are seeking new Board members who bring **legal** or **compliance** skills and expertise. The Board member will ensure the organization continues to meet all legal and fiduciary responsibilities and will help strengthen internal policies and procedures. They should carry excellent interpretation and communication skills to understand applicable legal and compliance texts, such as the BC *Societies Act*, and translate them to the Board in clear terms.

Each Director will serve a term of two (2) years up to a maximum of three (terms) and a total of six (6) years. This engaging and rewarding volunteer position is a great opportunity for people who are interested in governance, fundraising, advocacy and awareness of libraries, and project leadership.

Perks:

- Gain and consolidate leadership and governance skills
- Flexible time/location volunteer opportunity
- Working with and meeting a great group of people
- Being part of a mission-driven organization

DELIVERABLES/DUTIES:

Board Member Responsibilities:

- Attend bi-monthly board meetings. Meetings are held at 6pm on the third Wednesday of the month via Zoom video conferencing.
- Serve on one of our three committees which meet monthly: Governance, Finance, and Executive
- Liaise with other Friends board members, General Manager, and leaders of volunteer initiatives to coordinate and promote volunteering with Friends
- Attend occasional events (e.g. Volunteer Appreciation brunch in February, Book Sale, and AGM in May. Note, many are postponed due to pandemic or virtual)

QUALIFICATIONS:

Desired Attributes: The Friends of the VPL Board is focused on the big picture with an eye to the future. We value and encourage diverse perspectives, as we know that being able to explore a situation from multiple perspectives enables us to make better decisions. Qualities and attributes that we look for in all Board Members:

- A passion for volunteering and the not-for-profit sector
- An interest in good not-for-profit governance

- Open-minded and willing to explore conflicting ideas
- Willing to take responsibility
- Expertise in one or more areas such as legal, compliance, ethics, advocacy, fund development, human resources, policy development, risk management, and strategy.

We have a strong organizational commitment to equity, diversity and inclusion and, as such, strongly encourage applications from candidates that can provide an underrepresented minority perspective including, but not limited to: race, disability, class, age, ethnicity, sexual orientation, sexual identity, family status, income, place of birth or religious affiliation.

Training Provided: New board members are provided with an orientation to their role and responsibilities as a Friends of the VPL Board Member, as well as the mission and work of the organization. You will be provided with a written board handbook (in digital format) and will have the opportunity to review it with an experienced board member. In addition, you will be introduced to your fellow board members, the staff team, and will be paired with an experienced board member who will act as your mentor for the first 6-12 months.

Commitment: Approximately 5-10 hours per month for two years.

- Board members are elected to two year terms at the AGM. Board service requires a commitment of 5 hours per month, including a bi-monthly meeting held via video conference at 6pm on the third Wednesday of the month.
- In addition, board members are expected to serve on a committee or task force. This requires approximately 5 hours per month, depending on the committee.

On occasion, meetings may take place in-person at the Vancouver Public Library in downtown Vancouver. The meetings are accessible by public transit and to those with physical disabilities. There is parking available in the building and on the street.

Evaluation: Self and by the Board, annually.

VOLUNTEER SKILLS:

Legal
 Governance
 Strategic Planning
 Social Justice/Social Responsibility
 Leadership

ROLE IS SUITABLE FOR:

Student
 Adult
 Senior
 English as a second language (ESL)
 People with physical disabilities

HOW TO APPLY:

Please submit your resume and a letter explaining your interest in the role

CONTACT PERSON:

Lana Bradshaw

CONTACT E-MAIL:

friends@friendsofthevpl.ca

Applications are due by Thursday, March 31st 11:59pm.