



## LMNHS BOARD RECRUITMENT FAQ

### 1. Are there minimum requirements?

Board Directors, at the time of nomination must:

- Be registered as a LMNHS member;
- Meet the qualifications to be a director pursuant to LMNHS's bylaws (candidates must be over the age of 18; cannot be found by a court to be incapable of managing their own affairs, must not be convicted in any jurisdiction of a criminal offence; cannot be an undischarged bankrupt);
- Devote the time and effort necessary to participate in the governance of the society; and
- Understand and be willing to carry out the duties and responsibilities of a board director.

### 2. What is the usual recruitment/nomination process?

Our usual timeline is as follows:

- **Feb/March:** We usually commence our recruitment process in early spring of every year, once we know the vacant seats that need to be filled.
- **March/April:** We meet with prospective candidates. You will meet with LMNH's executive director and two board directors (usually the Board President and a member of the governance committee).
- **April/May:** You must complete an application to be nominated as a candidate, at least one month prior to the AGM. All nominations must be received in advance, as no nominations may be received during a general meeting.
- **June:** AGM is held.

### 3. How big is the board?

Our bylaws provide for a maximum of 12 board directors. The executive board positions are president, vice president, secretary, and treasurer. The remaining directors are members-at-large.

### 4. How long is each elected term?

Most of the terms are two-year terms. Directors may serve for a continuous maximum period of three, 2-year terms (max. 6 consecutive years).

## 5. How many board committees are there?

There are three main committees, which meet regularly (monthly for a 1-2 hours or on an as needed basis) which include:

- i. Governance and Programs: Provides oversight to ensure compliance with legislation, bylaws, society's own policies and procedures; responsible for recruitment of board directors, elections and AGM processes; oversight of program evaluation and planning framework; lead in planning of annual board/management strategy session, etc.
- ii. Human Resources and Communications: Provides oversight to ensure an engaged, collaborative and thriving workforce, monitoring of communications/engagement strategies to reach broad spectrum of the community, etc.
- iii. Finance and Fundraising: Provides oversight for the society's financial health to ensure LMNH is operating with the financial resources necessary to provide programs and services to the community. Responsibilities include quarterly reviews of financial statements, annual budget review, external budget review, investment strategy, etc.

Additionally, there are ad-hoc committees that are struck in advance but meet on an as-needed basis. Currently, the ad-hoc committee(s) include: Redevelopment Committee.

## 6. How frequently does the Board meet? What are the time commitments like?

Once a month, the entire board meetings for two 2 hours long (usually the last Monday evening of every month). Board meetings typically do not occur over the December holiday period and in the month of August.

The three main committees meet regularly throughout the year. There is some variation between committees in terms of frequency and duration depending on the work plan/priorities for the given year, but committees typically meet monthly for 1-2 hours. Most board members are encouraged to join a minimum of one committee, but many sit on two or more committees.

In addition to the monthly board meetings and committee meetings, the board meets once a year for a full day planning session where we reflect on, discuss, and develop strategies/priorities for the coming year. This planning session typically occurs in late fall. Board members are encouraged to participate in annual community events such as, the Multicultural Winter Festival, Volunteer Appreciation Night

## 7. Are meetings in person, virtual or hybrid?

The board is currently alternating between in-person and virtual meetings. In person meetings take place at LMNHS's office located at 3981 Main Street, Vancouver.

## 8. What qualities or skills is the Board after?

The board strives to ensure the following core competencies are represented, with each director having knowledge, skills, and experience in one or more of the following areas:

- Prior boards/governance experience
- Strategic planning experience
- Legal experience
- Finance/audit
- Fundraising/marketing
- Human resources
- Communications/relationship management
- Risk management
- Urban planning/development

Additionally, because we are a place-based society, LMNHS is often looking for individuals with a strong connection to the Little Mountain neighbourhood/catchment (Cambie- Knight, 16<sup>th</sup>- 49<sup>th</sup>). The board is always keen to connect past and present neighbours.

## 9. Are there specific skills the board is looking for this year?

Based on current vacancies, the board is looking for candidates with competencies or a special interest in the following areas:

- Finance
- Strategic Planning
- Communications/Relationship Management

However, we are always interested in meeting with candidates with strong skills and experience in our areas of core competencies. Please reach out!

## 10. What is generally expected of board directors?

Our volunteer Board consists of members whose responsibilities include the oversight and monitoring of:

- LMNHS's strategic plan, providing guidance to management who is responsible for LMNHS's day to day operations;
- Executive Director recruitment, retention, and evaluation; and
- Annual operating budget and capital budgets.

## 11. What are my duties and responsibilities as a board director?

LMNHS directors are at all times required to act in the best interests of the society. In carrying out their duties, board directors are expected to demonstrate the values and leadership that are aligned with LMNHS's vision, mission and values. Kindly refer slide deck on *Director Responsibilities* for more information.