**Board Terms of Reference**

**Mandate:**

* To fulfill the legal requirements and obligations of a Director and to govern the Whistler Community Services Society (WCSS) according to bylaws and policy through leadership and oversight
* Oversee all aspects of WCSS, including overseeing its operations and holding management accountable for delivering on the mission of WCSS
* Make decisions based on the best interests of WCSS, considering the impact of staff, clients, volunteers and other stakeholders

**Structure:**

* Executive Officers included in succession plan – Chair; Vice-Chair; Treasurer
* Executive Officers not included in succession plan – Secretary
* Minimum 10 to maximum 13 Directors
* RMOW appointed Directors – two – voting
* All elected Directors are voting

**Appointment and Duration:**

* Directors must be members of the WCSS
* Directors are elected for a 2-year term by the membership at the annual general meeting
* Directors may succeed their term for 3 more terms (total 8 years)
* The Board executive is elected for a 1-year term annually by the Board
* Refer to bylaws for additional clarification

**Reporting:**

* The Board of Directors reports to the membership, staff and public at the annual general meeting

**Board Responsibilities:**

* Set the strategic direction and approves the strategic plan
  + Monitor achievement of the strategic goals
* Oversee the financial affairs of the organization
  + Review statutory remittances
  + Appoint the auditor
  + Approve the annual budget
* Monitor organizational performance (overseeing the conduct of the business of WCSS)
* Receive the annual communication plan
* Oversee risk management
* Develop the Board’s governance framework and processes and manage Board dynamics
  + Review bylaws annually, ensuring any amendments follow the Act under which the WCSS is filed
  + Set Board policy and review on an annual basis as needed, ensuring they reflect governance best practices
  + Establish an annual Board evaluation process
* Select, supervise, evaluate and compensate the Executive Director
* Oversight role
  + Assess the past
    - Review and evaluate the audited financial statements, service quality and quantity measures and the health, retention and development of staff
  + Assess the present
    - Review budget and whether service objectives are being met
  + Assess the future
    - Recognize and analyze changes in the WCSS environment to determine short and long-term implications for its services, its finances and its capacity and capabilities

**Director Responsibilities**

* Commitment to the work of the WCSS
* Attend Board governance training and have a working knowledge and skill in one or more areas of Board governance
* Participate on at least one committee or task force per year
* Attend Board meetings and committee meetings
* Participate in Board and Director evaluations
* Participate in the annual strategic plan review
* Attend the annual general meeting
* Be informed of the services provided by the WCSS and publicly support them
* Be aware of and abstain from any conflict of interest
* Prepare for and participate in the discussions and deliberations of the Board
* Refer to Board policy manual for further information
* Commit 5-10 hours per month to Board/committee work

**Timelines:**

* See Board calendar

**Meeting Dates:**

* 5:30 on the last Wednesday of the following month except for December

# Whistler Community Services Society

# Board of Directors Application

# About WCSS

Whistler Community Services Society (WCSS) has been helping the Whistler community since 1989. The food bank and Christmas hamper program were the beginning of many social service programs. In the late 90’s WCSS started a thrift store as its first social enterprise to fund its growing program needs. Today, WCSS offers over 25 programs tailored to the unique needs of the Whistler community. Besides the Re-Use-It Centre (RUI) thrift store, WCSS operates a Re-Build-It Centre (RBI) and a recycling enterprise. 85% of operational funds are generated through WCSS social enterprise initiatives.

WCSS moved into a new, purpose-built facility of its own, near the Nesters transfer station, in June 2018. Housing all of its programs and the RUI staff have seen significant growth in almost all of its programs. The RBI operates out of the previous RUI at the transfer station in Function Junction.

Getting involved with the WCSS Board of Directors offers a unique opportunity to learn about and understand many of the social service needs of the community and advocate for those needs. It also provides an opportunity to be involved with a non-profit board and play a role in community development and leadership.

Volunteering on a board is a great opportunity to learn and connect with the whole community. The WCSS Board is a governance board, which means that it sets the direction and establishes the policies that the organization follows. The Executive Director and senior staff are very involved in helping the Board understand the needs of the organization and community.

The Board has two standing committees;

-Governance, which includes human resources and risk management

-Finance and Audit

Ad hoc committees are created as the need arises.

If you are interested in the Board of Directors, we suggest that you:

* Meet personally with our Board Chair and Executive Director
* Read our Strategic Plan, and Board Terms of Reference to understand the role of a Director
* Peruse our website: https://mywcss.org/
* Attend a Board meeting as a guest to see how we work
* Fill out our questionnaire below

We want to make certain that your experience is rewarding and meaningful to you.

To help us get to know you, please tell us about yourself:

|  |  |
| --- | --- |
| **Name** |  |
| **Mailing Address** |  |
| **Telephone** |  |
| **Cell** |  |
| **Email** |  |

## What interests you about Whistler Community Services Society?

## Briefly summarize your experience (professional and volunteer)

## What skills and knowledge of yours do you think can be of most benefit to WCSS?

Here is a list to get you thinking:

|  |  |  |  |
| --- | --- | --- | --- |
| Marketing and Communications | Accounting or Financial Management | Organizing Events  Social Media | Strategic planning  Leadership and vision |
| Building Relationships  Information technology | Critical thinking and asking probing questions | Legal  Governance/ Non-Profit Board Experience | Fundraising |
|  |  |  |  |
| Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |

## What do you hope to gain from volunteering with the Board of WCSS?

Please tell us what might be of interest to you:

|  |
| --- |
| Finance and Audit |
| Governance |
|  |

**Board Directors are expected to contribute 5-10 hours per month for Board and committee related work. Do you have the time to commit? \_\_\_\_\_\_\_\_\_\_\_\_\_**

*The personal information collected on this form is for the internal use of Whistler Community Services Society only and will not be shared with any other parties without express permission.*

|  |  |
| --- | --- |
| Signature | Date |

Please return to Chair, WCSS Board of Directors at [javeriss@gmail.com](mailto:javeriss@gmail.com).   
Please include the subject line: WCSS Board Application