



Extending a hand up, not a hand out

## APPLICATION TO THE BOARD OF DIRECTORS

We are honoured that you are interested in serving Harvest Project with the Board of Directors. Harvest Project is a community-based urban relief organization serving North Vancouver since 1993. Our Mission is “To help people who are experiencing challenging life circumstances by providing physical, emotional and spiritual support that empowers them to take positive steps in their lives.”

If you are selected you will make a valuable contribution to the health of the North Shore by reducing individual and family poverty and increasing the community health of the North Shore. We are interested in learning more about you and in understanding the strengths that you would bring to the governance of Harvest Project. The application process is a method to exchange information and we want to provide you with some information about Harvest Project and our Board. I would also encourage you to visit our website [www.harvestproject.org](http://www.harvestproject.org).

All interested individuals should please thoughtfully review the application to self-assess their qualifications and their realistic view of the time commitment that Board service will require. We invite you to complete this application and forward to Harvest Project using the Mail button at the top of the PDF, or save the file and email a copy to our Volunteer Manager: [vm@harvestproject.org](mailto:vm@harvestproject.org).

I welcome your interest in Harvest Project and look forward to hearing from you.

Sincerely,

Board Chair

In our effort to successfully recruit a qualified and diverse slate of candidates, we have developed a comprehensive selection process. The process includes the following:

STEP 1. Upon receipt of your application you will be contacted by the Board Chair and/or the Nomination Committee for a brief telephone conversation and invited for a tour of Harvest Project.

STEP 2. The committee will review your application.

STEP 3. Interim candidates will then be interviewed by the nominating committee and names forwarded for board review.

STEP 4. Those candidates selected to proceed will attend a Board meeting and follow-up interview.

STEP 5. Based on the circumstance, the Board may recommend that prospective new members take part in Harvest Project volunteer activities prior to induction to the board.

STEP 6. Names of successful applicants will then be submitted for election at the next appropriate meeting



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## **BOARD MEMBER APPLICATION**

|  |                         |
|--|-------------------------|
| <b>Name:</b>   |                         |
| <b>Preferred Phone:</b>  | <b>Alternate Phone:</b> |
| <b>Email:</b>  |                         |
| <b>Home Address:</b>   |                         |
| <b>Business Name:</b>  |                         |
| <b>Business Address:</b>   |                         |
| <b>Please describe yourself and why you want to serve on the board of directors:</b> |                         |
|  |                         |

### **Age:**

- 18-30
- 31-45
- 46-60
- 60+

|                                       |
|---------------------------------------|
| <b>Education:</b>                     |
|                                       |
| <b>Field of Employment:</b>           |
| <b>Previous Board Experience:</b>     |
|                                       |
| <b>Previous Volunteer Experience:</b> |
|                                       |



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The Board of Directors seeks a complementary balance of knowledge, skills and experience at a Governance level. Please identify those areas in which you have skills or interests you can bring to the board.

| Experience                          | Basic | Advanced | Interested |
|-------------------------------------|-------|----------|------------|
| Business Management                 |       |          |            |
| Community Leadership                |       |          |            |
| Education/Training                  |       |          |            |
| Finance/Accounting                  |       |          |            |
| Governance and Leadership           |       |          |            |
| Human Resources                     |       |          |            |
| Event Planning                      |       |          |            |
| Legal                               |       |          |            |
| Writing/Journalism                  |       |          |            |
| Information Systems                 |       |          |            |
| Real Estate/<br>Property Management |       |          |            |
| Public Relations/<br>Communications |       |          |            |
| Quality/Risk Management             |       |          |            |
| Strategic Planning                  |       |          |            |
| Grant Writing                       |       |          |            |
| Marketing                           |       |          |            |
| Social Work                         |       |          |            |
| Counselling/Psychologist            |       |          |            |
| Poverty Expertise                   |       |          |            |
| Other (please specify):             |       |          |            |



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**HARVEST  
PROJECT**

## **Board structure and function**

Harvest Project is led by up to 15 Directors, of which 75% self-identify as Christian. The role of the board is to govern the organization and oversee its activities. It focuses on the strategic and overall activities of Harvest Project, not the day-to-day operations. Operational activities are the responsibility of staff and Executive Director, who report to the Board of Directors. However, the board does roll up its sleeves and jump in where needed to provide help as the occasion requires.

## **Roles and responsibilities of the Board of Directors:**

The Board is:

- ultimately responsible for the governance of the Harvest Project
- responsible for selecting, hiring and evaluating the Executive Director
- answers legally for the affairs of the Harvest Project

## **Commitments of Directors - PLEASE READ THESE CAREFULLY**

- Be committed to Harvest Project's mission, values and principles
- Attend meetings - Board meetings are usually once per month on a weekday evening, approximately 2 hours in length. You must give advance notice if you cannot attend or will be late. Some committee work will be necessary, about 2 hours monthly, as well as participation in occasional workshops and public events.
- Be informed – directors are expected to keep informed of local and provincial developments in the poverty and crisis relief areas. Minutes of the previous meeting will be provided soon after it has occurred. The financial reports will be provided monthly before meetings.
- Share responsibility for Board decisions and the Board's process - participate in discussions, participate in at least one Board committee, respect the chair and respect the decisions of the group, even when you do not agree with the majority
- Come ready to enter the discussion and make decisions, do not be afraid to ask "dumb" questions
- Exercise your own judgment - rely on appropriate professional advice or expertise of the Executive Director and staff but do not follow it blindly
- Maintain confidentiality - strict confidentiality must be kept about personal information about clients, volunteers and employees, and any legal proceedings that the Board may be involved in



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- Be loyal to the Board - speaking publicly against a Board decision or against another director weakens the Board and inhibits its ability to function as an effective group
- Air your views frankly at Board meetings and try to resolve differences there
- Declare conflict of interest - you must declare when a decision may benefit you, your relative or your firm in a way not common to the rest of the Board
- Members of the Board of Directors are strongly encouraged to make financial donations to the Harvest Project to the extent of their capacity.

**The Board's commitments to the individual directors:**

- You have the commitment of the other directors - everyone takes responsibility seriously
- Effective use of time - time spent in meetings should be used wisely, meetings are usually 2 hours
- Access to information relevant to Board decisions - ahead of time whenever possible
- Training and support – a board induction package is under development and orientation will be provided

For those individuals wanting to volunteer at a governance level but not on the Board of Directors please consider the following:

**Board Committee Volunteers**

A specialized volunteer role is as a Board Committee Volunteer. Board committees consist of Board members, staff and governance volunteers. There are a number of different committees covering different focus areas including: policy, investment and finance, fundraising and event planning. Committee members work together to set a time to meet. A committee chair, usually a Board member, reports back to the Board of Directors. This is a great opportunity for people who are interested in volunteering to contribute to, and get experience in, Harvest Project.

Please indicate here if this opportunity interests you: \_\_\_\_\_

**For Committee Use Only**

|  |       |
|--|-------|
| <b>How did we connect with this applicant?</b>                 |       |
| <input type="radio"/> Recommendation by a current Board member |       |
| <input type="radio"/> Recommendation by Staff member           |       |
| <input type="radio"/> Internal Harvest Project Volunteer       |       |
| <input type="radio"/> External / Public Advertisement          |       |
| <input type="radio"/> Other _____                              |       |
| Application has been reviewed by the Committee                 | Date: |
| Applicant has been interviewed the Committee                   | Date: |
| Nominee has been interviewed by the Board                      | Date: |