



# BOARD OF DIRECTORS APPLICATION

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 an introductory way to exchange information, and we also want to provide you with some information about Harvest Project and our Board. I would also encourage you to visit our website at [www.harvestproject.org](http://www.harvestproject.org).

All interested individuals should thoughtfully review the application to assess their qualifications as well as consider the time commitment that board service will require, to ensure that there is strong alignment.

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

Yours,

Dave Lucas - Board Chair



In our effort to successfully recruit a qualified and diverse slate of candidates, we have developed a comprehensive selection process. Though times between steps may vary, the entire process will take approximately two - three months. The process includes the following:

**STEP 1.** The Nominating Committee will review your application against the skills, experience and leadership qualities currently required by Harvest Project.

**STEP 2.** Short listed candidates will be contacted by the Board Chair and/or the Nomination Committee for a telephone conversation to determine mutual fit.

**STEP 3.** \*Short listed candidates will receive a tour of Harvest Project, with the opportunity to meet existing Board Members and learn more about the organization.

**STEP 4.** Candidates selected to proceed will attend a Board meeting as a guest.

**STEP 5.** Names of successful candidates will then be submitted for election at a future Board meeting.

**STEP 6.** New board members will be provided with an orientation, where they will have the opportunity to experience the different volunteer activities integral to Harvest Project's work.

*\*Please note that Harvest Project requires successful completion of two references as well as a criminal background and vulnerable persons check prior to finalizing all applications for Board positions.*



## Board structure and function

Harvest Project is a faith-based organization, led by up to 15 Directors. The role of the Board is to govern the organization and oversee its activities. It focuses on the strategic and overall activities of The 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.

## Roles and Responsibilities of the Board of Directors:

Harvest Project welcomes applications from diverse applicants who wish to make a meaningful impact on their community through serving on a board.

Reporting to the Chair of the Board, Board members work within an integrated team to achieve the mission and mandate of Harvest Project. They provide leadership, stewardship, fiduciary and financial oversight, and ensure and support appropriate management of the organization. Our Directors serve as ambassadors and advocates for Harvest Project, reflecting our values, and champion Harvest Project to the larger community. They leverage connections, networks, and resources to develop collective action to fully achieve our mission. Our Directors also make a personal financial contribution to Harvest Project on an annual basis.

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

- You have the commitment of the other directors - everyone takes their responsibility seriously.
- Effective use of time - time spent in meetings is used wisely, with meetings usually scheduled for two hours.
- Access to information relevant to Board decisions – will be provided in advance whenever possible.
- Training and support – a board information and comprehensive orientation package will be provided.

## BOARD APPLICATION

<b>Contact Info:</b>		<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>		

PHONE

WEB



**Education:**

**Field of Employment:**

**Previous Board Experience:**

**Previous Volunteer Experience:**

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, including your level of proficiency. In addition, please note any areas where you are interested in contributing.

**Definitions:**

**Basic:** Knowledge of key aspects of the practice, with minimal or textbook knowledge

**Intermediate:** Good working and background knowledge of the area of practice

**Expert:** Authoritative knowledge of the discipline and deep understanding across areas of practice

Experience	Basic	Intermediate	Expert	Interested
Poverty Expertise				
Governance and Leadership				



Social Work				
Charity Expertise				
Charity Law and Governance				
Counselling/Psychologist				
Legal				
Health Care				
Business Management				
Community Leadership				
Education/Training				
Finance/Accounting				
Human Resources				
Event Planning				
Writing/Journalism				
Information Systems				
Real Estate/ Property Management				
Public Relations/ Communications				
Quality/Risk Management				
Strategic Planning				
Grant Writing				
Marketing				
Other				

We invite you to fill in this application, save a copy of the completed PDF to your computer and email to: 'board@harvestproject.org'.

In closing, thank you for applying to volunteer with Harvest Project – we appreciate your interest.