

IGNITE POTENTIAL BY JOINING THE BIG BROTHERS BIG SISTERS OF CANADA BOARD OF DIRECTORS

2024 CALL FOR NOMINATIONS

Who We Are: Big Brothers Big Sisters of Canada is a Federation comprised of 90 member agencies servicing hundreds of communities across the country. Together we mobilize over 15,600 volunteers who in turn mentor over 27,000 children and young people. The national organization provides services and programs to our member agencies to assist them with their work with parents, mentees, volunteers and funders. Ranging from staff training workshops to our leading Child Safety Program, Big Brothers Big Sisters of Canada works diligently to ensure we have superior quality programming in all parts of the country.

Vision: All young people realize their full potential

Mission: Enabling life-changing mentoring relationships to ignite the power and potential of young people

Nomination Call

Position(s): Director, National Board, Big Brothers, Big Sisters Canada

To Apply: Big Brothers Big Sisters Canada (BBBSC) is recruiting Directors to join the National Board of Directors. If you are interested in applying, please follow the below detailed directions:

- 1) Review the 'Big Brothers Big Sisters Canada Board of Directors – Call for Nominations'.
- 2) If you feel you qualify and want to move ahead with the nomination process, please fill out the – *Nomination Application Form* in its entirety.
- 3) Include your resume with your application.
- 4) Confirm a Nominator and Seconder to support your candidacy and have them complete the Nominator section located within this Application Form.
- 5) Nomination forms may be submitted by email to Dalia Grobovaite at dalia.grobovaite@bigbrothersbigsister.ca by April 19, 2024.
- 6) Nominees meeting the qualifications and skills profile identified within the 'Call for Nominations' package will be invited for a telephone interview by members of the Nomination Committee.
- 7) All Nominees will be informed of the status of their candidacy on or before May 20, 2024.

Background and Attributes:

The Board of Directors is currently seeking strong leaders to advance mentoring in



Canada through the implementation of the #BiggerTogether Strategic Framework. Nominees should have experience and skills in one or more of the following areas:

- Digital and Organizational Transformation
- Legal
- Human Resources Management
- Fundraising

We are also looking for regional perspective from candidates from Quebec, PEI, Nova Scotia, New Brunswick, Newfoundland, Manitoba, North West Territories, Yukon and Nunavut.

Director Positions for election include:

- 2 positions for members at large
- 1 member at large position that must represent the Atlantic Region

The Board strives to be reflective of diverse Canadian communities and encourages applications from those with skills or experiences as a mentee/mentor, or working alongside diverse or underrepresented Canadian communities, or with lived experience from one or more equity-seeking groups, including but not limited to: Indigenous peoples, youth, racialized people, LGBTQ2S+ people, francophones, immigrants, refugees, people with disabilities.

Director Responsibilities:

The major duties of the board include:

- overseeing the development of, and approving a long-term corporate plan;
- approving annual budgets and operating plans;
- approving the organizational mission, values framework and operating principles;
- governing the organization through policies and objectives which are formulated with the CEO or Executive Director and staff, approved by the board, and reviewed periodically;
- selecting, supporting, and where necessary, replacing the CEO or Executive Director, including the regular review of performance based on a specific job description and approved objectives;
- overseeing the funding plan in place to support the organization's operations and programs;
- accounting to stakeholders for the operation of the organization and the use of donated funds;
- overseeing the management of the organization's resources;
- overseeing compliance with applicable laws and regulations;
- approving the policy framework within which the organization's human resources (both paid and volunteer) will be managed;



- overseeing the provision of programs and services; and
- working with management as necessary to represent the organization and serve as an advocate in the community.

Fiduciary Responsibilities:

Duty of Due Care: Take care of the organization by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the organization's effectiveness and sustainability.

Duty of Loyalty: Make decisions in the best interest of the organization; not individual self-interest.

Duty of Obedience: Ensure that the organization obeys applicable laws and acts in accordance with ethical practices; that the organization adheres to its stated corporate purposes, and its activities advance its mission.

For more information on fiduciary responsibilities, consider reviewing CPA Canada's Handbook:

[Fiduciary duty: 20 questions not-for-profit organization directors should ask](#)

Qualifications:

Each Director Shall:

- i. Meet the skill and competency requirements of a Director of the Corporation, as identified by the Board on an annual basis;
- ii. Be an individual who is at least eighteen (18) years of age;
- iii. Not have the status of bankrupt;
- iv. Not be a person who has been declared incapable of managing property by a court in Canada or elsewhere;
- v. Have not been found guilty of any indictable offence or a summary conviction offence involving moral turpitude;
- vi. Not be a paid employee of the Corporation or any agency Member of the Corporation.

Term of Service: Two (2) years, from election at General Meeting. Directors may be re-elected for up to four (4) consecutive terms.

Commitments:

Board Meetings – Meeting frequency is laid out in Appendix IV of the Board Recruitment Charter.

Committees – Each Director is expected to serve on at least one Board committee. These meetings are planned throughout the year as required and committee work between meetings.

Annual General Meeting (AGM) of BBBSC - once a year.

National Convention / Regional Conventions – Directors are encouraged to



attend when possible.

Board Personal Giving Policy – Each Director of the Board shall make an annual cash donation to BBBSC, giving to the best of their means, at a level they would consider generous and is reflective of their circumstances and other commitments.

Recruitment Timelines and Process

Big Brothers Big Sisters of Canada (BBBSC) is committed to a transparent and equitable nomination process.

Steps	Process	Timeline
1.	Call for Nominations Posted and Distributed	March 14, 2024
2.	Deadline for Nomination Applications	April 19, 2024
3.	Committee Review of Applications	April 20, 2024 – April 25, 2024
4.	Interviews of Applicants	April 26, 2024 – May 7, 2024
5.	Distribution of nominee profiles and voting instructions	May 20, 2024
6.	Nominees presented at BBBSC AGM for election	June 19, 2024

If you have any questions, please contact Joshua Liswood at Josh.Liswood@bigbrothersbigsisters.ca or Dalia.Grobovaite@bigbrothersbigsisters.ca.

