



Vice Chair, Port Coquitlam Community Foundation Board 3-6 year Term

Are you a strong leader with a passion for the nonprofit sector? Do you have the vision and experience to help guide the Port Coquitlam Community Foundation (the foundation) as it continues to grow its assets and impact in our community? If you're ready to contribute to our mission, bring fresh perspectives, and help us continue building the foundation, we'd love to hear from you!

The foundation is a registered charity that connects donors with local initiatives to enhance community well-being. Through grants, partnerships, and leadership, it supports the Port Coquitlam community. Board members provide strategic direction, governance, and resource development to ensure the foundation's long-term impact and sustainability.

The foundation is dedicated to building a diverse Board of Directors that represents our community. Applications are open to those living and working in Port Coquitlam. We welcome applications from racialized, LGBTQ+, differently abled, and gender diverse Canadians, First Nations, Métis, and Inuit, as well as youth 18 years of age or older.

For a view into our world, please visit our website: www.pocofoundation.com

BOARD MEMBER RESPONSIBILITIES

Members of the Board of Directors are expected to understand and support the foundation's mission and vision and serve as an advocate of the foundation to external networks and circles of influence, increase awareness of the foundation in the community and lend advice and expertise to the foundation. Board members responsibilities include, but are not limited to:

- **Strategic oversight:** provide leadership in setting the foundation's direction and priorities in alignment with its mission and vision.
- **Governance:** ensure the organization operates in compliance with its bylaws, key policies, and relevant legal requirements.
- **Financial stewardship:** oversee financial management to ensure sustainability, including approving budgets and monitoring financial performance.
- **Advocacy & Community Engagement:** represent and promote the foundation in the community, expanding awareness and fostering partnerships.
- **Fundraising & Development:** support resource development efforts, including donor engagement and fundraising initiatives.
- **Committee Participation:** serve on at least one committee to provide expertise and guidance in specific areas of the foundation's work.
- **Risk Management:** identify and mitigate potential risks to the foundation's reputation and operations.

EXPECTATIONS

- Attend and actively participate in board meetings (typically held bi-monthly and as needed, including weekends) and prepare by reading the board material sent in advance.
- Serve on at least one committee and contribute expertise where needed.

PORT COQUITLAM COMMUNITY FOUNDATION

Board Vice Chair Position Description

- Act as an ambassador for the foundation, building relationships with community members. Actively promote giving options to potential donors and make referrals to the foundation.
- Support fundraising efforts through outreach and personal giving: board members are expected to contribute to the foundation financially to the best of their ability.
- The foundation board actively engages with the community by participating in events like PoCo May Days and the Downtown PoCo Car Show. Additionally, the foundation organizes its own events, including the annual Community Shredding and Celebrate PoCo, which recognizes grant recipients. All board members are expected to support and contribute to these community initiatives.
- Comply with ethical and fiduciary responsibilities, acting in the best interest of the foundation.

Specific board roles have specific responsibilities. These include chair, vice chair, treasurer and secretary.

VICE CHAIR RESPONSIBILITIES

This position may be a successor to the board chair's position. In addition to the responsibilities of all board members as outlined above, the vice chair is expected to:

- Perform the board chair's responsibilities when the board chair is unavailable.
 - ✦ Board Chair responsibilities include, but are not limited to establishing meeting agendas, managing/chairing meetings, board engagement, development and accountability, donor engagement, financial oversight and working closely with the executive director.
- Work in conjunction with the board chair and serve as a first point of contact to ensure all committees of the board are organized, functional and productive as per their respective terms of reference.
- Work in conjunction with the board chair, finance committee and executive director on matters and activities related to the organization's short- and long-term strategic vision and planning, including fund/business development of the foundation.
- Work in conjunction with the board chair and executive director to ensure appropriate policies, procedures and practices are in place for the effective management and operation of the foundation and that all board members understand these policies and procedures.
- Serve on the finance committee with the chair, treasurer and city finance liaison.
- Serve as an ex officio member on all board committees.
- Represent the foundation at events and meetings.
- Perform other responsibilities as requested by the board chair and/or the board.
- Encourage all board members to consider the foundation a philanthropic priority and make annual gifts that reflect that priority.

VICE CHAIR SKILLS, EXPERIENCE AND ATTRIBUTES

- Strategic and visionary thinker
- Board and governance experience
- Understand philanthropy
- Policy development experience
- Leadership skills
- Honesty and integrity

PORT COQUITLAM COMMUNITY FOUNDATION

Board Vice Chair Position Description

COMMITTEES

Committees are governed by the bylaws of the foundation as well as by their Terms of Reference.

Committees of the board are (but not limited to):

Ad Hoc Committee
Advisory Committee
Grant Committee
Finance Committee
Marketing Committee

TERM

Directors may be appointed or elected. The annual election of board members occurs at the Annual General Meeting held in June each year. The term of office shall normally be three years. Elected directors may serve for a total of six consecutive years. The foundation's bylaws have additional provisions for appointed and elected directors.

Directors shall not receive any remuneration for their services to the foundation.

When you join the board, you agree that you can provide at least 6-10 hours a month in attendance to board and committee meetings, preparation of meetings and events, and that you do not have any conflict-of-interest in participating on the board. All information provided will be kept confidential.

APPLICATION REQUIREMENTS

- A current CV
- Brief intro including:
 1. Why you're interested in the PoCo Community Foundation and serving on the board.
 2. Previous board service, leadership and volunteer experience.
 3. Skills, expertise or passions you can offer, and how the foundation can best utilize those skills or passions.

Application Deadline: February 28, 2025

Please send your completed application, or inquiries, to Anna Wilczewski, Executive Director at anna@pocofoundation.com

All applications will be reviewed as received and shortlisted candidates will be invited to an in-person meeting.