



vancouver  
foundation

## Join Our Board of Directors

**Vancouver Foundation acknowledges that we carry out our work on the lands of Indigenous Nations throughout colonial British Columbia. Our office is located on the unceded, ancestral, and traditional territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Selílwitulh (Tsleil-Waututh) peoples.**

Vancouver Foundation grants to hundreds of charities and non-profits in British Columbia every year. Our vision is to create healthy, vibrant, equitable, and inclusive communities, and we focus on supporting organizations that address the root causes of important issues. Our funding comes from generous gifts from the community, as well as from managing endowment funds for people, charities, and businesses.

We bring together community advisors with diverse personal and professional expertise, who guide our investment, granting, and engagement strategies. This helps us better address current and emerging community needs in BC by centering voices on the margins to identify priorities such as investing in racialized youth and supporting women in philanthropy.

For a view into our world, please visit: [www.vancouverfoundation.ca](http://www.vancouverfoundation.ca)



# Candidate Guide

Vancouver Foundation's Nominations Sub-Committee is seeking three nominees for three-year terms on our Board of Directors, beginning May 1st, 2025.

## **Vancouver Foundation is actively recruiting Directors who are:**

- > Committed to right relations with Indigenous communities and the principles of justice, equity, diversity, and inclusion;
- > Curious and have an ability to bring humility and a learning lens to the work of the Foundation;
- > Knowledgeable about Vancouver Foundation's mission and vision and are willing to serve as an advocate to the Foundation's external networks and circles of influence; and
- > Collaborative leaders who understand and value trust-based philanthropy, and are willing to incorporate those principles into their duties.

## **This year, the Board is looking for individuals who have strong competencies in two or more of the following areas:**

- > Accounting and Auditing Experience (specifically, a CPA qualified candidate with a strong background in financial management and risk assessment, including financial, reputational, and operational risk.)
- > Institutional Investment Experience (specifically, a CFA qualified candidate with extensive knowledge in the investment field with particular experience managing institutional endowments and assessing financial and technological risks.)
- > JEDI (specifically individuals with demonstrated expertise in JEDI practices, and expertise in embedding JEDI principles into governance and strategic decision-making.)
- > Representation and Community Engagement (specifically, individuals who represent Black and Indigenous communities and those from locations outside the Lower Mainland.)
- > Governance and Human Resources (specifically, a baseline understanding of governance and human resources practices, including expertise in executive performance management processes.)

Vancouver Foundation is committed to the principles and practices of an inclusive and equitable recruitment process. Our goal is to be representative of the communities we work with and we encourage applicants from communities that are structurally marginalized based on race, colour, and/or status as a First Nations, Métis, Inuit, or Indigenous person, religion, nationality, social or ethnic origin, accessibility needs, sexual orientation, gender identity, and/or expression.

If this sounds like you, please consider submitting an application. We encourage you to share this opportunity with anyone you know who may be interested.

**All applications must be received no later than midnight on Friday, January 31st, 2025.**

# What Does Our Board Do?



The Board of Directors is responsible for the strategic oversight of Vancouver Foundation's range of activities. The Board of Directors adheres to a governance framework that is committed to achieving the Foundation's purpose while working within a trust-based model. Our framework uses best-in-class policies and practices to support the Foundation's achievement of its purpose.

**Although the Board is not expected or required to make operating decisions, it must perform certain governance oversight functions.**

- These include:**
- > Maintaining an awareness of trends that impact communities across BC, and opportunities to advocate for issues impacting communities in BC;
  - > Ensuring compliance with, and periodically updating, the organization's Bylaws;
  - > Supporting and annually evaluating the CEO;
  - > Recruiting and acclimating members of the Board; and
  - > Reviewing the performance of the Board annually.

To learn more about our Board of Directors, please visit our [website](#).

## Compensation | Terms

### Compensation

Directors do not receive remuneration for their participation on Vancouver Foundation's Board of Directors. The Foundation will, however, reimburse all Board- and Committee-related travel expenses.

### Director Terms

Each Director is appointed to a three-year term commencing May 1st of whichever year they are appointed. Successful Directors may be eligible for a second three-year term.



# Board Commitment

## Director Expectations

Vancouver Foundation Directors are expected to attend all scheduled Board and Committee meetings and be active participants therein. Directors are also encouraged to attend additional Vancouver Foundation organizational- and community-related activities so that Directors gain a fulsome understanding of the work of the Foundation. The Foundation values Directors who are curious and willing to invest time in collective learning in service of advancing the Foundation's mission.

The following information identifies and briefly describes the estimated time commitment that one might expect when they become a Vancouver Foundation Director.

## Meeting Schedule

### Board Meetings

The location of the in-person Board meetings will be at Vancouver Foundation's offices, located at 475 West Georgia Street, Vancouver, BC. The Board meeting schedule generally follows the same pattern every year. The Board meetings for 2025-2026 are as follows (all meetings are held from 8:00am until 1:00pm):

**Wednesday, June 18th, 2025**

**Wednesday, September 24th, 2025**

**Wednesday, December 3rd, 2025**

**Wednesday, April 22nd, 2026**

### Committee Meetings

The Committee meetings are virtually held over the course of the following weeks and vary in length (usually two to four hours):

**Week of June 2nd, 2025**

**Week of September 8th, 2025**

**Week of November 17th, 2025**

**Week of April 6th, 2026**

### Strategic Retreat

The strategic retreat is generally held on the Tuesday and Wednesday of the first week of February and is held offsite. In 2026, the retreat will be held on Tuesday, February 3rd and Wednesday, February 4th.



# Who can Apply?

Candidates must meet the eligibility criteria outlined in [Vancouver Foundation's Bylaws](#). All recruitment practices will adhere to the requirements set out in the *Vancouver Foundation Act* and any other applicable legislation, as well as the Nominations & Appointments Policy.

1. A high standard of personal values and ethics, including integrity, accountability, commitment, and courage;
2. An ability to center the advancement of right relations with Indigenous communities;
3. A strong commitment and understanding of Justice, Equity, Diversity, and Inclusion (JEDI) principles;
4. Excellent business and professional judgement;
5. The ability to think strategically and problem solve;
6. Demonstrated mature and cooperative leadership;
7. A strong understanding of fiduciary duty;
8. Strong communication skills, including the ability to listen and speak their mind independently and respectfully;
9. Willingness and ability to commit the required time to the role, and actively participate in meetings and learning opportunities;
10. Share the Foundation's purpose and values, and demonstrate a willingness to act in the best interests of the Foundation at all times;
11. Demonstrate the ability to bring considerations of the root causes of complex systemic challenges (such as racism, climate change, finance, environmental, etc.) to Board deliberations;
12. Uphold the values of teamwork, demonstrating an ability to operate as "one team" at the Board level and speak with "one voice" once full discussion has been undertaken and a decision made by the Board; and
13. Have a strong commitment to, and reputation for, community engagement with the stakeholders the Foundation serves, specifically with voices on the margins.



## Who Can Apply?

In addition to the requirements on page 5, the Nominations Sub-Committee seeks candidates with a broad range of perspectives and welcomes applicants with a mix and balance of the following:

- > Accounting and Auditing experience;
- > Institutional investment experience;
- > Diverse lived experiences;
- > JEDI Expertise; and
- > Governance and Human Resources experience.

## How Do I Submit an Application?

If you wish to submit an application, we would ask you to:

- > Include a statement of intent, outlining your perspectives, experiences, and expertise that will add to the Board's discussions and any Board Committees that you may be interested in joining
- > Share a copy of your updated resume
- > Submit your application to [sarah.vanderploeg@vancouverfoundation.ca](mailto:sarah.vanderploeg@vancouverfoundation.ca) no later than midnight on January 31st, 2025.

The Nominations Sub-Committee will review applications in early February and invite short listed candidates to attend a virtual interview on either Wednesday, February 26th or Thursday, February 27th, 2025. Interested candidates should ensure they are available on at least one of these dates to participate in an interview. The Nominations Sub-Committee will then recommend the selected candidates for appointment at the Wednesday, April 23rd, 2025 Board of Directors meeting.

We hope this information will clarify your obligations should you be selected as a member of our Board of Directors. If you have any questions, which are not answered in this Candidate Guide, or if you wish to learn more about Vancouver Foundation's governance structure, please contact the Senior Manager, Board & Committee Governance [sarah.vanderploeg@vancouverfoundation.ca](mailto:sarah.vanderploeg@vancouverfoundation.ca).

