



Community Futures Nicola Valley
2181 Quilchena Avenue, Merritt, BC V1K 1B8
250-378-3923
www.cfdcnv.com

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Becoming a Director for Community Futures Nicola Valley:

CFNV is always pleased to hear from a member of the community who is interested in the economic welfare of our community and is willing to serve as a Director on the Board. We can accommodate up to 14 Board members, and to ensure good succession planning, recruitment is an ongoing process.

Qualifications of Board Members

- Commitment to the mission of the organization.
- Respectfulness and the ability to work with others.
- Time to serve on the Board and Committees.
- Specific expertise relating to the organization's mandate.
- Knowledge of the community and the people served.
- Ability to express a community point of view to the Board.
- Ability to advocate and represent the organization to the community.

Time Commitment Required

- Two year term with opportunity for ongoing renewal.
- Willingness to serve on at least one committee relevant to your interests, knowledge, or experience.
- Attend the Annual General Meeting and any specific general meeting of the members.
- Attend at least 90% of the regularly scheduled Board meetings and the annual planning sessions.

Applicants will be processed as follows

- The applicant is required to submit a written application and may include other documents, such as a letter of intent, resume, education credentials.
 - The application and any attachments will need to be circulated to all Board members for review.
- The Board must pass a motion of acceptance for the applicant to become a Board member.
- The applicant will then be asked to meet with the Chairperson or a delegate for an orientation session.
- The successful applicant will be invited to attend the next scheduled meeting of the Board, where the applicant will sign an oath of office and be appointed to the Community Futures Nicola Valley Board of Directors.



MISSION STATEMENT

To enhance and stimulate strong community based economic growth in the Nicola Valley by providing business and training services and participating in Community Economic Development Initiatives.



VISION STATEMENT

Community Futures Nicola Valley will be a recognized leader and partner in providing community based solutions to enhance the economic and social well-being of the region.

Core Values

We will conduct ourselves with integrity and be responsive and responsible to our communities and our Network. We will adhere to our Core-Values and high professional standards.

Honesty – We will be genuine, fair, truthful and sincere in all our dealings.

Respect – We will show consideration and deference for the contribution of others.

Trust – We will behave responsibly and honourably, we will allow ourselves to be open, approachable and create an atmosphere that encourages candour.

Openness – We will share information in a timely fashion respecting the need for prudence and confidentiality.

Results – We will create positive community outcomes through innovation, entrepreneurial leadership, excellent client care and strong partnerships.

Quality Standards

Governance – Community Futures operate using a governance model based on written policies/procedures that encompass our operational needs. These policies are regularly reviewed and renewed.

Professionalism – Community Futures volunteers and staff adopt the core values, strive for excellence and seek out opportunities for continuous improvement.

Communications – Community Futures communicate both internally and externally reflecting our core values in a timely, responsive and effective manner.

Accountability – Community Futures are accountable to our communities, funders and each other to meet or exceed expectations, while reflecting our core values.

Trust will be enhanced between communities, each other and our funders through supporting our core values, quality governance, professionalism, communications and accountability.



DIRECTOR AND / OR COMMITTEE MEMBER CONFIDENTIALITY, CONDUCT AND DISCLOSURE POLICY

POLICY INTENT:

This Policy is intended to ensure that Directors and Committee Members of Community Futures Development Corporation Nicola Valley (CFDCNV) are fully aware of their responsibilities concerning: Confidentiality; Conduct towards staff, each other, the community-at-large; and, Disclosure concerning pecuniary interests.

GUIDING PRINCIPLES:

- Being loyal to the not-for-profit organization and its members
- Avoiding Conflict of Interest, including direct and indirect gains which could accrue to you or another Committee Member as a result of actions or decisions made in the capacity of board authority.
- Dealing with the public, staff, clients, and board peers in an ethical, fair, and straight forward manner – all exercising 'best judgment'
- Not exercising individual authority over the CFDCNV or its staff (unless specifically authorized to do so (in accordance with governance policy and procedures)
- Speaking positively of and representing the CFDCNV with integrity
- Fostering friendly and positive working relationships between the CFDCNV (Directors, Committee Members, and Staff) and key stakeholders groups / the business community, and, the general public within the CFDCNV service area
- Maintaining confidentiality of Board business (including all committee work)

A/ Client and Employee (Staff) Privacy

Respect of the privacy rights of clients and employees of the CFDCNV is fundamental to the organization's effective operations. All Directors and Committee Members with knowledge of client's affairs must respect and protect the confidentiality of that information.

- You may divulge only client information which is:
 - Public information; or
 - Information required by law; or
 - Information authorized for release by the client
- You may not access client's information for purposes other than CFNV business.
- You may not access or use for personal reasons, any information not ordinarily available to the public, or provide this information to the public.

B/ Protection of Propriety Information

- Certain information about CFDCNV plans, methods, and activities is proprietary and confidential (this is particularly applicable to, but not restricted to, Lending and Counseling activities). You may not disclose such information without proper authorization.
- Use good judgment in your social and informal association with others. There is risk that you may reveal (knowingly or unknowingly) information about the organization's security measures or other confidential information that could be used in perpetrating a crime against CFDCNV or against a client.
- Never show any documentation to outsiders without proper authorization. Use care when talking about the organization with outsiders and in public places.
- If you leave the service of CFDCNV, you are obligated to safeguard the privacy of clients and employees and to protect the confidentiality of CFDCNV's affairs.

C/ Conflict of Interest

Duty of a Director, Committee Member

Where an Active Board Member and / or Committee Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of CFDCNV at which time the matter is the subject of consideration, he or she:

- (i) will prior to any consideration of the matter at the meeting, disclose his or her interest and the general nature thereof;
- (ii) will not take part in the discussion or vote on any question in respect of the matter; and in fact
- (iii) will absent himself or herself from that part of the meeting during which the matter over which the conflict arises is being discussed.

Pecuniary Interest

An Active Board Member and / or Committee Member would have an indirect pecuniary interest in any matter where he or she or their immediate family ["Immediate family is defined as: a parent, grandparent, grandchild, former guardian, wife, husband, common-law spouse, sibling, father-in-law, mother-in-law, brother-in-law, sister-in-law, and any other relative with whom the employee permanently resides]:

- (i) is a shareholder in a private corporation; or
- (ii) has controlling interest in a public corporation; or
- (iii) is a member of a body corporate; or
- (iv) or is a partner of a person; or
- (v) is in the employment of a person or body corporate; which has a pecuniary interest in the matter.

[Pecuniary in this sense means of or involving money]

D/ Enforcement

Any Director and /or Committee Member of CDFCNV who violates the codified requirements of behavior as expressed in the Agreement is subject to immediate dismissal at the discretion of the Chair of the CFDCNV.

Such dismissal shall not preclude the right of action or recovery of damages through applicable legal standards, regulations and laws.

AGREEMENT

I, _____,
(print name)

acknowledge that I have read, understand and by way of affixing my signature, do hereby agree to be bound by the terms, conditions and spirit of this Director Confidentiality, Conduct and Disclosure Policy.

Signature

Date

Witnessed by:

Signature

Date

**COMMUNITY FUTURES DEVELOPMENT CORPORATION NICOLA VALLEY
(CFDCNV)**

For Active Board Members, Committee Members and Staff

CONFLICT OF INTEREST POLICY

Duty of a Director, Committee Member or Staff

Where an Active Board Member, Committee Member or Staff, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Community Futures Development Corporation Nicola Valley at which time the matter is the subject of consideration, he or she:

- a) will prior to any consideration of the matter at the meeting, disclose his or her interest and the general nature thereof;
- b) will not take part in the discussion or vote on any question in respect of the matter; and in fact
- c) will absent himself or herself from that part of the meeting during which the matter over which the conflict arises is being discussed.

Pecuniary Interest

An Active Board Member, Committee Member or Staff would have an indirect pecuniary interest in any matter where he or she or their immediate family ["Immediate family is defined as: a parent, grandparent, grandchild, former guardian, wife, husband, common-law spouse, sibling, father-in-law, mother-in-law, brother-in-law, sister-in-law, and any other relative with whom the employee permanently resides.]

- a) is a shareholder in a private corporation; or
- b) has controlling interest in a public corporation; or
- c) is a member of a body corporate; or
- d) or is a partner of a person; or
- e) is in the employment of a person or body corporate;

which has a pecuniary interest in the matter.

Pecuniary in this sense means of or involving money.

This policy is intended to apply to any Active Board Member of the Community Futures Development Corporation Nicola Valley, its Committees or staff.

I have read, understand and agree to the terms of this policy as long as I am associated with community Futures Development Corporation of Thompson Country as a Director, Committee Member, or staff member.

_____ Date _____
Signature

Please print name



COMMUNITY FUTURES NICOLA VALLEY

Board of Directors

Oath of Office

I, _____, swear that I will faithfully and truly perform my duty as Director of Community Futures Nicola Valley, and that I will, in all good matters connected with the discharge of such duty, do all things, and such things only, as I shall truly and conscientiously believe to be adapted to promote the objectives for which Community Futures Nicola Valley was constituted, according to the true intent and meaning of the same.

I so affirm this on the ____ day of _____ 20__

Director's Signature

Witness Signature



Application for the Position of Board Director

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Name: _____ **Date of Birth:** _____

Address: _____

Phone Number: _____ **Cell Number** _____ **Email Address:** _____

1. How long have you resided in the Nicola Valley? _____
2. List some of the volunteer agencies you have worked with:

3. What interests you about volunteering with Community Futures Nicola Valley?

4. Have you previously been a Director on a volunteer Board? _____
If yes, what was the society?

5. Do you have a specific area within the community that you would like to work on?

Print Name: _____

Signature: _____

Is there any additional information that you wish to share with us, which will assist in determining your suitability?