



Comox Valley Growers & Seed Savers

PO Box 3783, Courtenay, BC V9N 7P2 (250) 334-4008

www.cvseeds.bc.ca seed.savers@cvseeds.bc.ca

CALL FOR NOMINATIONS – CVGSS BOARD OF DIRECTORS

MEMBERSHIP

Part 2 (Section 4) of the By-Laws of the CVGSS Society states: “Eligibility – Any person who pays the annual fee and who upholds the constitution and by-laws may be a member.”

Part 2 (Section 5) of the By-Laws of the CVGSS Society states: “Good Standing – A member whose dues are paid and who owes no debt to the Society is in good standing.”

Part 2 (Section 7) of the By-Laws of the CVGSS Society states: “Voting Rights – Each member has one vote.”

Part 2 (Section 8 A) of the By-Laws of the CVGSS Society states: “Benefits of Membership – Only a member in good standing shall be eligible to take part in discussions at a meeting of the Society or have the privilege of exhibiting at CVGSS events.”

Part 2 (Section 8 B) of the By-Laws of the CVGSS Society states: “Benefits of Membership – Only members in good standing for 30 days or more shall be eligible to vote at an Annual General Meeting of the Society.”

Part 2 (Section 9 B) of the By-Laws of the CVGSS Society states: “Dues – Dues are payable on January 1st of every year. A member whose dues are not paid by March 31st ceases to be a member.”

LENGTH OF TERM ON THE BOARD

Part 5 (Section 18 A) of the By-Laws of the CVGSS Society states: “Directors – The directors shall be elected by the membership at the annual general meeting for a one-year term and adhere to the policies of the directors in effect from time to time.”

ELIGIBLE NOMINATIONS

Part 2 (Section 8 C) of the By-Laws of the CVGSS Society states: “Benefits of Membership – Only members in good standing for 3 months or more shall be eligible to be elected to the Board of Directors of the Society.”

Only CVGSS Society voting members in good standing may nominate candidates for the Board.

Potential candidates are asked to send in the following Nominating Form and a brief biography, which will be distributed to the membership prior to the AGM.

INFORMATION FOR POTENTIAL BOARD CANDIDATES

Participation as a director of the CVGSS can be challenging, interesting and provide a high level of satisfaction. It is an opportunity to make an important contribution to the larger non-profit community.

Before offering or agreeing to run for election to the Board, potential candidates are requesting to consider the following:

INFORMATION FOR POTENTIAL BOARD CANDIDATES (continued)

1. The Board meets at least 10 times a year, approximately once per month. Directors are expected to attend all meetings. The dates of the meetings are confirmed at the first meeting of the new Board. The meetings generally take place on a weekday afternoon or evening for approximately 1 – 2 hours. Currently meetings are at 1pm on the fourth Monday of the month.
2. Directors are expected to provide written or oral reports as needed and may be asked to attend Society events or communicate with members and outside groups.
3. Directors are expected to participate on some Board committees as needed. Various ad-hoc committees are also established to consider emerging issues for the Society or for the non-profit sector.
4. Directors are elected for a one year term unless filling the position of a Director who was unable to complete their term of office.
5. Directors are not remunerated for their participation as a Board member, however, may be reimbursed by approved expenses necessarily and reasonably incurred while engaged in the affairs of the Society.
6. The Officers of the CVGSS Society shall be the Chairperson, Vice Chairperson, Secretary and Treasurer.
7. The Officers shall be decided upon by the directors of the Society at a general meeting immediately following the AGM for a term of one year.



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BOARD CANDIDATE NOMINATING FORM

CANDIDATE FOR BOARD OF DIRECTORS:

Name: _____

Address: _____

Phone: _____ Email: _____

I, _____, being a CVGSS member in good standing, HEREBY CONSENT to my nomination as a candidate for election to the Board of Directors of the CVGSS Society and agree to stand for election and fulfill the duties of a Director if elected at the next Annual General Meeting of the Association.

Signature: _____ Date: _____

NOMINATED BY:

Only voting members in good standing of the CVGSS Society may nominate candidates for the Board.

Name: _____

Address: _____

Phone: _____ Email: _____

BACKGROUND:

Nominations must be accompanied by a brief statement (maximum 150 words) on the background of the nominee and why the nominee is interested in serving on the Board of Directors.

NOTE: Nominees will be expected to speak for approximately two minutes at the AGM as to their interest in sitting on the CVGSS Board.

DUE DATE: Please return the completed form to CVGSS, PO Box 3783, Courtenay, BC V9N 7P2 by May 28, 2009

For more information please contact CVGSS Administrator, Susan Armstrong via seed.savers@cvseeds.bc.ca



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Title

- Director

Accountable to:

- Members of the CVGSS

Core Function

- To participate with the other directors in planning and controlling the affairs of the CVGSS, guided by the Articles of Incorporation or Memorandum of Association, bylaws and policies, so that it effectively moves toward achieving the objectives of the organization.

Relationship

Members

- Leadership role, providing an example and interpreting views and needs of members.

Directors

- Acts of a team with other directors. Has authority as a director only in board meetings and as delegated by the board, for example, on committees.

Working Board duties as General Manager

- The General Manager is a key resource and part of the overall management team in board meetings. Between board meetings, relationship is same as for other members.

Staff

- No special status beyond that of an informed member

Duties and Responsibilities

- To participate jointly with other members of the Board of Directors in carrying out the following responsibilities of the board:
 1. The establishment of overall mission, objectives and policies for the direction of the CVGSS.
 2. Establish the organization of the board, including appointment of committees, and clearly define the responsibilities and the authority assigned.
 3. Determine the job description, establish the salary range, appoint the general manager, set the salary, develop annual performance plan and appraise the performance.
 4. Approve the organization structure, salary schedules for the upper levels of the structure, and personnel policies and programs for the organization.
 5. Set direction and guidelines for planning and budgeting, evaluate the development of major plans and programs, and approve capital and operating budgets.
 6. Analyze and appraise progress in achieving objectives and goals.
 7. Authorize changes in the assets of the organization.
 8. Recommend any bylaw amendments.
 9. Deal with applications for membership.
 10. Establish and monitor controls and regulations for the protection of members and creditors (eg: insurance, bonding).
 11. Provide for effective communications and member and public relations for the organization.
 12. Provide policies and training programs for the maintenance of a well-informed, effective Board of Directors.
 13. Demonstrate leadership by personally supporting and promoting the CVGSS to the best of his/her ability.