



**Together we're making  
your Community Centre  
even better.**

## Thank you for your interest in joining the Enhance West Van Board

This package provides further information about Enhance West Van's mandate, mission and vision while also explaining the governance of Enhance West Van and the roles and responsibilities of its Board of Directors. If you choose to apply for a Board position, you will be contacted for an initial meeting with someone from our Nominating Committee.

Interested applicants are asked to provide a letter of interest along with a resume/CV to:  
[jweiderick@westvancouver.ca](mailto:jweiderick@westvancouver.ca)

Please visit our website [www.enhancewestvan.ca](http://www.enhancewestvan.ca) to see our strategic plan.

### What is Enhance West Van?

Enhance West Van is a charitable society operated by a community-based, volunteer-run Board of Directors. We raise funds to support and enhance programs, services and equipment at the West Vancouver Community Centre, Aquatics Centre and Ice Arena (together, the "Community Centre"), above and beyond what the District of West Vancouver can provide. We strive to engage with the residents of West Vancouver to best meet the needs of this diverse community.

### Mandate

Enhance West Van has partnered under a joint operating agreement with the District of West Vancouver to co-govern the Community Centre. Our mandate includes:

- Jointly with the District, to plan and develop comprehensive and balanced Community Recreation Services Programming for the Community Centre for people of all ages and abilities;
- Jointly with the District, to oversee the conduct and operation of Community Recreation Services Programming and the operation of the Community Centre; and
- To undertake fundraising for Community Recreation Services programming, and for equipment and capital improvements at the Community Centre.

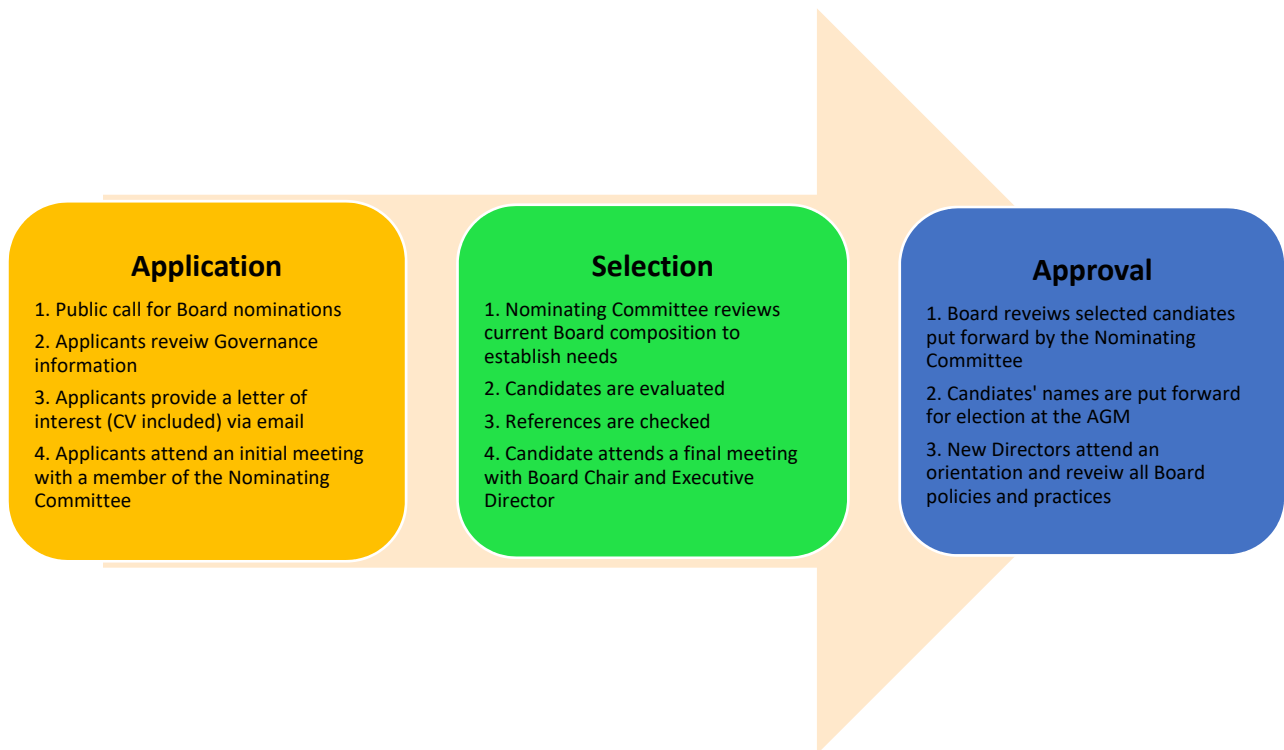
### Vision

*Enhancing our community together*

### Mission

*We strengthen our community by providing enhanced programs and services to improve people's lives.*

## Board Director Recruitment Process



## Executive Committee Roles

### Board Chair

- \* Provides leadership to the Board
- \* Provides leadership and direction for the Executive Director
- \* Liaises with Executive Committee on important issues
- \* Serves as knowledge centre in all areas of board governance

### Vice Chair

- \* Serves on the Executive Committee
- \* Serves and chairs another Board Committee as assigned

### Treasurer

- \* Provides financial oversight and reports to the Board
- \* Chair of the Finance Committee
- \* Acts as a signing officer and financial controller
- \* Ensures current and acceptable financial practices are in place in the organization

### Secretary

- \* Responsible for Society bylaws and policy statements
- \* Adheres to the requirements set out by the BC Societies Act
- \* Chair or member of the Governance Committee
- \* Ensures that Society records kept and filed

## THE ROLE OF A DIRECTOR

Directors of Enhance West Van are our links to the community and, as such, are important, essential volunteers. A commitment to serve on the Board carries certain expectations, both formal and informal. The Society's commitment is to make your Board service rewarding and enjoyable, and to help you exercise your unique skills and talents on our behalf.

### **Board members have the following responsibilities:**

1. Provide leadership within the Board and in the community on behalf of the Society and its programs and services.
2. Take initiative to bring relevant information to the Board about opportunities for funding or program and service development.
3. Identify individuals in the community for volunteer participation and funding support.
4. Prepare for, and attend, meetings.
5. Participate on one or more committees, or in an ad hoc manner, as requested by the Board Chair or Executive Director.
6. Be aware of, and execute, the formal, legal core of Board roles and responsibilities.
7. Support the organization financially at an appropriate level.
8. Fulfill commitments within agreed upon deadlines.
9. Participate in Board orientation to ensure organizational knowledge.
10. Provide candid, open and honest feedback and evaluation when appropriate.
11. Support the Society and its directors in times of controversy or crisis.
12. Provide support to staff persons and other Board members as they perform their duties.
13. Exercise loyalty towards the Society and confidentiality regarding its internal affairs as discussed at Board meetings.



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**AGREEMENT TO SERVE AS A MEMBER OF  
THE BOARD OF DIRECTORS OF ENHANCE WEST VAN**

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As a Director of the Board of Enhance West Van I agree to:

1. Support the Society's vision, mission and goals;
2. Comply with the Society's Constitution, Bylaws and Policies;
3. Comply with the Society's Conflict of Interest Policy;
4. Comply with the Society's Confidentiality Policy;
5. Ensure that the Society is exemplary in providing services to the community, managing its resources and employing staff and volunteers;
6. Carry out my responsibilities with the highest degree of integrity;
7. Actively participate by preparing for, and attending, meetings, contributing to board discussions, attending standing committee meetings and special events;
8. Respect and support the majority decisions of the Board, even though I may not personally agree with them;
9. Refrain from giving direction to staff or volunteers;
10. Actively and positively represent the Society in the community.

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Date

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Signature

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Name (PLEASE PRINT)