



**BURNABY
FAMILY LIFE**
A PLACE TO GO...A PLACE TO GROW!

Board of Directors

Call for Nominations Information Package

WWW.BURNABYFAMILYLIFE.ORG

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Letter from the Chair, Jerry Chen

Thank you for your curiosity about Burnaby Family Life and the important programs it provides to clients in Burnaby and surrounding municipalities. Burnaby Family Life is a dynamic and exciting organization whose work makes a measurable difference to the lives of children, families, immigrants, and other risk groups. Burnaby Family Life is a recognized leader in its field and has an outstanding reputation for delivering high quality and innovative services.

I am writing to ask you to consider joining our Board of Directors. We are seeking Board members who bring a diverse group of backgrounds, experiences, opinions, and perspectives to the job of understanding both the current and future needs of children, families, immigrant, and other communities in and around Burnaby. Our Board members commit their time and energy to attend regularly scheduled board meetings, prepare for those board meetings, and participate in select committees, planning sessions and special events.

As Board members we have the happiness of guiding an organization that makes a real difference in the lives of our clients, and through them, their families, and their communities large and small.

Equity and diversity are crucial to our success. An open and diverse Board fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

If you are interested in becoming a member of the Board of Directors, please review this Board Nomination package and fill out the enclosed Nomination Form. All completed forms can be emailed to bfl_info@burnabyfamilylife.org. To learn more about the organization or to view current annual report and financial statements please visit www.burnabyfamilylife.org.

For further information, or to discuss the benefits and responsibilities of Board membership with a current member of the Board of Directors, please contact the Executive Director, Navreen Gill at (604) 659-2208.

Sincerely,



Jerry Chen
Chair of the Board of Directors,
Burnaby Family Life



OUR HISTORY

In February of 1971 Burnaby Family Life (BFL) enthusiastically opened its doors with the purpose of supporting families going through different challenges in life and had a vision of becoming a place where people can thrive, and families get stronger.

The organization was founded by Burnaby residents, members of the Burnaby business community, representatives of the social services sector, and Health and Education Ministries. At the time, there was also a need to support immigrating and struggling families facing new challenges, including lack of connection to resources for integration and settlement, poverty, and absence of gathering places where young families could grow their networks. Today nearly half of the individuals and families BFL serves are new to Canada with only 30% of them having English as a first language.

BFL's commitment to serving families and those in our community endures as we continue offering life-changing programs and services that foster a sense of belonging for all. On average, BFL serves approximately 3000 clients each year, aiming to provide quality services and opportunities for families and individuals in all their diversity. We are committed to enhance growth and development by providing child care in six licensed centres, parenting support classes, individual support groups, family drop-ins programs, pregnancy outreach programs, family life education programs and counselling for women and children who have experienced trauma and abuse in safe, non-judgmental individual and group settings, where children and families can acquire the skills, they need to foster healthy families and communities.

BFL's programs and services includes of more than 20+ seasonal and on-going offerings (some delivered in languages other than English) that provide parents, caregivers, and children opportunities to develop knowledge to connect families and grow networks. Our programs promote healthy family life through confident parenting.

OUR VISION

Burnaby Family Life envisions a healthy and inclusive community where individuals and families can thrive.

OUR MISSION

Burnaby Family Life's mission is to deliver high quality services that meet the current and emerging needs of individuals, families, and the community in all its diversity. We facilitate and empower collaborative community solutions to enable all to reach their full potential.

OUR VALUES

Collaboration:

Burnaby Family Life believes that the results of working together are the greatest reward.

Empowerment

Burnaby Family Life supports everyone in finding their own voice and developing their strengths.

Professionalism

Burnaby Family Life is committed to quality services with high ethical standards of confidentiality and honesty.

Learning

Burnaby Family Life embraces and encourages lifelong personal and professional growth and development.

Respect and Inclusion

Burnaby Family Life is a welcoming place where differences and similarities are shared and honoured.

Advocacy

Burnaby Family Life is committed to advocating for building programs and services for the community.

Leadership

Burnaby Family Life is committed to leading the discussion to provide comprehensive community solutions for all.

ORGANIZATIONAL STRUCTURE



ABOUT THE BOARD OF DIRECTORS

Reflective of the values and beliefs of the organization, our board represents many sectors, and various definitions of families. We believe that a diverse range of leaders within the board allows for diversity of viewpoints that come from different life experiences and cultural backgrounds that strengthen board deliberations and decision-making.

The organization bylaws outline eligibility criteria for Board members are as follows:

- Each Director must be a member both at the time of their election or appointment and throughout their term of office.
- Ideally Directors will strive to possess two or more of the qualities outlined in the Specific Skills and Experiences on page 7.
- The Board should reflect a diversity of skill, experience, profession, age, race, gender and ethnicity

Directors will be nominated at the Annual General Meeting (AGM) and elected by the Board of Directors.

BOARD COMMITMENT AND REQUIREMENTS

- Willingness to govern by the established policy of the Board
- Ability to contribute to the diversity of input to the Board's deliberations
- Willingness to form linkages with other boards and community for the purposes of fulfilling Burnaby Family Life's goals and objectives
- A commitment to attend up to 10 meetings a year in Burnaby and to be available via electronic media (telephone, fax or email)
- Maintain membership in Burnaby Family Life- see page 8
- Aligned Burnaby Family Life's Vision and Mission
- Willingness to join board committees as needed
- Willingness to bring information and ideas to the Board

TERMS

Terms are two consecutive years. Directors may serve three consecutive terms.

EXPENSES

The Directors of the Burnaby Family Life shall serve without remuneration and the Directors shall not receive directly or indirectly, any profits from their positions as Directors, but will be reimbursed for all paid expenses incurred by them in the performance of their duties.

BOARD NOMINATIONS AND ELECTION

People who wish to stand for nomination to the Board must complete the nomination application.

The Nominating and Governance Committee will recommend a list of potential Board Directors to the Burnaby Family Life Board for their information and approval.

The Nominations and Governance Committee will present new nominees to the Burnaby Family Life membership at the AGM in September; however, new Board members may be invited to join at any time throughout the year if the board deems it necessary. Because Burnaby Family Life serves vulnerable clients, all applications to become a Board Member must go through a Criminal Record Check. Please note that this does not need to get done until you have had your formal interview with the Nominations and Governance Committee.

SPECIFIC SKILLS AND EXPERIENCE

Burnaby Family Life has concluded that it is most effective when at least the following knowledge, experience, skills and characteristics are represented on the Board, with each director contributing in at least one or two of the following categories below.

Categories:	Specific Skills and Experience:
Community Service or Not-for-Profit organizations	<ul style="list-style-type: none"> • Knowledge and experience within the community service sector or a not-for-profit environment • Awareness of the types of businesses and not-for-profits in the Burnaby Community
Financial / Risk Management Investment/Legal	<ul style="list-style-type: none"> • Professional Accounting designation required for at least one board member • Investment Management, Risk Management and/or Financial Management experience • Legal Experience
Outreach / Communications	<ul style="list-style-type: none"> • Fundraising experience • Government Relations experience • Marketing / Communications experience • Advocacy
Board Governance	<ul style="list-style-type: none"> • Experience on Boards of a similar sized organization • Experience having worked through difficult/crisis situations with organizations • Experience with Policy Governance Boards
Community Diversity awareness / involvement	<ul style="list-style-type: none"> • Awareness and involvement in key issues for members and potential members of Burnaby Family Life. • Strong connections in community related to diversity issues • Board should reflect the diversity of the community. (as is possible)
Business Development	<ul style="list-style-type: none"> • Social Innovation experience • Entrepreneurial background
Business Implementation	<ul style="list-style-type: none"> • Business operations • Strategic planning
Community Partnership	<ul style="list-style-type: none"> • Post-Secondary connections / awareness • Partnership development • Social Service connections / awareness • Public Service experience

Board of Directors 2022-2023

OFFICERS

CHAIR:

Jerry Chen

Associate Vice-President, Human Resources at
The University of British Columbia

VICE CHAIR:

Nevin Lau

Corporate Controller, Bluestone Resources Inc.

TREASURER:

Jason Welch

Associate Vice President Group Business, Pacific
Blue Cross

SECRETARY:

Ruth Huang

Senior Regional Manager, Financial Planning
TD Canada Trust

DIRECTORS

Baljit Lalli

Chief Communications Officer
Circular Materials

Eva Lewis

Program Coordinator Faculty of Arts and Social
Sciences Co-op, Simon Fraser University

Tanya Valois

Director of Programs and Services
Westcoast Family Centres Society

BASIC PRINCIPLES OF POLICY GOVERNANCE

The Burnaby Family Life Board leads with Policy Governance® Policy Governance® is a registered service mark of John Carver.

THE POLICY GOVERNANCE® GOVERNING STYLE

- Outward vision rather than an internal preoccupation
- Encouragement of diversity of viewpoints
- Strategic leadership more than administrative detail
- Collective rather than individual decisions
- Future rather than past or present
- Proactivity rather than reactivity

POLICY GOVERNANCE® PRINCIPLES

1. Governance is a function of ownership, not of management.
2. The board is the link in the chain of command between the ownership and management.
3. Board authority is group authority.
4. Ends policies prescribe organizational results, beneficiaries, and worth.
5. Governance Means Policies describe the board's methods and self-discipline.
6. Executive Limitations Policies set boundaries of prudence and ethics.
7. Policies are developed in steps from broadest to smallest.
8. Delegations are unambiguously assigned.
9. Delegates may use any reasonable interpretation of policies.
10. Regular monitoring against policy criteria is conducted.

MEMBERSHIP INFORMATION

All Board members are required to be members of Burnaby Family Life. As a member, you will have voting privileges at our Annual General Meeting, as well as an added opportunity to contribute ideas and strategies to add to the quality of our programming. Your support helps us serve thousands of families each year.

Individuals are considered members when they make a financial contribution to the agency. You will receive a tax receipt if your donation is above \$10.

The best way to donate is online, but we gladly accept cheques made out to Burnaby Family Life, and administration staff can also accept cash donations.

<https://www.burnabyfamilylife.org/membership>