



community **living** society

## Board Member Nomination Information

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## From the Board Chair and Chief Executive Officer

Thank you for your interest in the Community Living Society (CLS).

The CLS is a not-for-profit agency that supports individuals with developmental disabilities and persons with acquired brain injuries, to live as full citizens in their communities.

We have over 500 employees supporting over 400 persons across the Lower Mainland and in the Fraser Valley.

To lead the CLS into the future, we will continue to seek Board members with a variety of skills that will help guide the CLS. We are looking for Directors whose experience and involvement in the community will be an asset to our organization.

A potential CLS Director will be a person who believes in our Mission while being committed to active participation in his or her governance role.

We look forward to discussing your potential involvement with the CLS. We will be in touch over the next few weeks to arrange a time for you to meet with representatives from the Board Nominations Committee.

## Our Invitation to You

One of the greatest things any of us can do in life is to give of ourselves to make our world a better place. When you give of your time, your caring and your expertise as a member of the Board of the Community Living Society, you help our Society's most vulnerable citizens – people with disabilities – live empowered, happy and fulfilled lives as full citizens of their community. Please join us in this great work.

*"There is no exercise better for the heart than reaching out and lifting people up."*

– John Holmes, poet

## About the Community Living Society

For decades, many people with developmental disabilities and acquired brain injuries were afforded little choice but to live in publicly funded institutions like Woodlands – separated from family and friends, devoid of choice and opportunity, and isolated from their communities.

Then, in the 1970s, a small group of parents with children then living in Woodlands came together to champion a new vision – one that would see their loved ones leave institutional life in favour of receiving the direct funding and supports needed to live as full citizens in their home communities. To achieve this, the Woodlands Parents' Group (as it was known) created the Community Living Society – an organization dedicated to identifying, developing and providing supports to help people with developmental disabilities live empowered, self-determined and inclusive lives within their communities.

Today, thanks to the ongoing leadership of families and self-advocates, the guidance of our dedicated Board, and our team of skilled and passionate employees, the CLS is a leader in the provision of unique and flexible support services for people with developmental disabilities and acquired brain injuries.

You can help us build on this amazing legacy of transforming lives.

## Our Vision

Communities where every person lives with dignity and enjoys a full life.

## Our Mission

Supporting people to live as full citizens.

## Our Values

Respect	<ul style="list-style-type: none"><li>✓ Every person is a unique individual, with strengths, abilities and value</li><li>✓ Making choices is a right, with support as necessary from friends, family and trusted advisors</li><li>✓ Each person is entitled to live with dignity and equality in a safe and secure environment</li></ul>
Community	<ul style="list-style-type: none"><li>✓ Community is where we are known as individuals and as citizens</li><li>✓ Each community is strengthened by the inclusion of people from all walks of life</li><li>✓ We support social change that contributes to stronger, healthier communities for everyone</li></ul>
Integrity	<ul style="list-style-type: none"><li>✓ We are honest and dependable in our interactions with others</li><li>✓ We support staff through training and engagement to advance our mission</li><li>✓ Best practices guide our efforts to provide flexible and responsive supports and services</li></ul>
Accountability	<ul style="list-style-type: none"><li>✓ Personal outcomes of the people we serve guide decision making</li><li>✓ We use feedback to learn, grow and improve performance</li><li>✓ Our financial resources are used in innovative, cost-effective ways</li></ul>

## The CLS Board of Directors

The CLS Board comprises a dedicated group of volunteers from every walk of life who have come together to contribute their professional and personal talents for the benefit of the Society. This group includes family members, people with disabilities, and people with diverse expertise from throughout the community.

## Role of the Board

The Board of Directors is dedicated to ensuring the Community Living Society lives up to its mission of providing quality supports and services to people with disabilities to help them live as full citizens. As part of this, the Board is accountable:

- To the people supported by the CLS for ensuring the competent, effective delivery of services.
- For the financial health and effectiveness of the CLS.
- For ensuring the CLS achieves its mission in a prudent and ethical way.
- For the functions described in the Board's job description; and for exercising due diligence.
- For working in partnership with the Chief Executive Officer (CEO) of the CLS.

## Board Overview

The Board provides the overall direction to the CLS CEO, including review and approval of the organizations strategic objectives, policies, governance and programs.

## Duties of the Directors

1. The Directors establish the strategic direction for CLS policies and programs, and participate in the development of governance policies.
2. Directors are expected to attend 7 board meetings per year, including the AGM.
3. New Directors are required to attend an orientation session.
4. Directors participate in strategic planning sessions every 3 to 5 years.
5. Directors are expected to participate in at least one committee or working group.
6. Directors are expected to complete a Board Assessment annually.
7. Directors are expected to assist CLS in Board recruitment.

## Member Qualifications

The CLS Board members reflect a range of education, training, experience and background from inside and outside the community living sector. We are looking for people with:

- A commitment to the philosophy of community living.
- Experience at a leadership level.
- Past or current experience as a Director on a Board.
- An ability to think strategically with strong reasoning and analytical skills.
- An understanding, background and/or interest in the issues affecting community living in BC.
- Experience working on a committee or within a network.
- A desire to promote the development of the CLS as a leader in the community living sector.

## Ethics and Integrity

Potential Board members cannot have an employment, financial, or contractual relationship (e.g., staff, contractor) to the CLS during their term as a Director.

## Time Commitment

- Directors are elected for a 1 to 3 year term to a **maximum** of 3 consecutive terms (9 years).
- Board meetings are held bi-monthly (last Wednesday of the month) at 5:30 pm.
- Committee meetings between Board meetings are required.
- The Annual General Meeting takes place in July.
- The CLS hosts a Christmas Open House at the Administration Centre, a summer picnic and an annual staff appreciation dinner. Directors are encouraged to attend to show their support.

## Directors Code of Conduct

**The following standards apply to each Director:**

- Directors shall act at all times honestly, in good faith, and in a manner that enhances the reputation and is in the best interests of CLS and the individuals supported.
- Directors shall adhere to high standards of social responsibility and professional ethics, and shall promote trust and confidence in all dealings.
- Directors shall diligently perform their fiduciary duties and shall not fail or neglect to carry out those duties.
- Directors shall remain informed at all times of organizational policies and procedures and shall abide by them.
- Directors shall protect the assets, tangible as well as intangible, of the CLS used to support individuals.
- Directors are expected to maintain confidentiality with respect to all private or proprietary information received as Directors. This includes all information whose disclosure could harm the Society, the individuals supported or families of those individuals, employees or members of the Society.
- Directors must avoid any conflict of interest, or the appearance of a conflict of interest, with respect to their fiduciary duties as Directors. This includes conflicts between the interests of the Director and those of the Society, individuals supported or employees. The appearance of a conflict of interest occurs when a reasonably well-informed person could have a reasonable perception that a Director in making decisions on behalf of the Society that promote the Director's self-interest. If in doubt about whether a conflict of interest exists, the Director must seek the opinion of the Board. If such a conflict exists, the Director should excuse himself/herself and take no part in the discussion of, or decision about, the matter.
- Directors shall not attempt to exercise individual authority over the organization. The authority of the Board is vested in the Board as a group, not in individual Directors unless a Director has been authorized by the Board to act on its behalf.