



# Board of Directors Candidate Guide

***The Elizabeth Fry Society of Greater Vancouver (EFry) is an independent, not for profit charitable organization that supports some of society's most vulnerable populations - women, girls and children at risk, involved in or affected by the justice system. We run more than 30 programs that work to break the cycle of poverty, addiction, mental illness, homelessness and crime.***

EFry supports a diverse range of clients, from newborn to senior citizens, many of whom are grappling with poverty or homelessness and lack the necessary resources to transform their lives. Our mission is to provide these individuals with the tools they need to build more stable and promising futures for themselves and their loved ones. Each year, we help 10,000 clients with this goal in mind. Our funding comes from a combination of government contracts and private sector donations. Many of our programs, such as those under the JustKids umbrella, are made possible solely through the generosity of grantees and donors.

Volunteers are a vital part of the EFry family. 85 years ago, a small group of volunteers who were determined to make a difference created EFry after witnessing the poor treatment of women in the justice system. Today, volunteers remain at the heart of all we do, supporting our programs in prisons, at our facilities and in the community.

To learn more about our work and impact, please visit [www.efry.com](http://www.efry.com)

# Candidate Scope

The EFry Nominating and Governance Committee of the Board of Directors is seeking three new Board Members who are passionate about our mission and values to join our Volunteer Board.

Serving on the Board is an extraordinary opportunity for individuals who are passionate about EFry's mission and who have a track record of leadership. Selected Board Members have achieved leadership stature in business, government, philanthropy, or the non-profit sector. Their accomplishments allow the Board to attract other well-qualified, high-performing Board Members.

## **EFry is actively recruiting Directors who are:**

- Collaborative leaders who understand our community's needs and the significance of women-only services.
- Attentive listeners who are thoughtful in addressing complex issues such as long-term housing solutions for ex-prisoners.
- Committed individuals ready to dedicate time to at least four Board meetings a year, alongside committee meetings, planning sessions, and special events.
- Knowledgeable about EFry's mission and vision and willing to enhance our board's effectiveness with expertise in finance and accounting, property and asset management, government relations, health, or social services and fund development.

EFry is strongly committed to equity and diversity within its community. We especially welcome applications from Indigenous persons, people of colour, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.



# Board Responsibilities

The Board of Directors has the responsibility to oversee the conduct of the business of EFry and to provide strategic oversight and guidance to management. Each director serves on one of three Board committees: Finance and Audit, Human Resources, or Governance and Nominating. Day-to-day operations are led by the CEO, who works in tandem with the Board. This partnership is founded on a supervisory dynamic, with the Board maintaining an essential oversight function in their relationship with the CEO.

**The Board is expected to perform duties related to leadership, governance, and oversight, including:**

- Reviewing and approving EFry's annual budget, periodic financial reports, annual financial statements, audit reports, and significant business decisions.
- Reviewing written materials prepared by management in advance of each Board meeting.
- Reviewing and approving EFry's strategic plan and other long-term planning documents.
- Reviewing the measures used within EFry to evaluate EFry's impact, and how performance and effectiveness are measured.
- Overseeing the performance and management of the CEO.
- Facilitating the due diligence process of representing the best interests of clients and the community in the delivery of service.
- Reviewing and assessing areas of risk to EFry.
- Engaging in wise practice in governance including setting the process for board recruitment, board evaluation, and board orientation.
- Serving on at least one standing committee of the Board.
- Attending the Annual AGM in person annually.
- Representing EFry as a goodwill ambassador.
- Assisting in fundraising activities including introducing EFry to your network.
- Making a **personal financial contribution** to EFry at a level suitable to your personal financial circumstances.





# Board Responsibilities

## Board Committees

There are three Standing Committees of the Board:

- Finance and Audit Committee
- Human Resource
- Governance & Nomination Committee

## Meeting Schedule

Currently Board meetings are held on the fourth Thursday of November, February, June, and August. The committee meeting schedule is determined each year by the respective Committee Chair based on the schedules and availability of committee members and there are at least four Committee meetings a year. Meetings are generally held virtually but there are at least two in-person gatherings a year.

Regular attendance at Board Meetings and other important events include:

- Full Board meetings (four to six meetings per year)
- Committee meetings (four meetings per year depending on the committee)
- Annual Planning and Board Development Weekend
- Other events and special assignments from time to time (e.g. fundraising events, tours etc.)





# Application Process

If you wish to apply, we ask you to please take the time to review the following documents at [this link](#), which will provide you with additional information about EFry and the work of the Board of Directors:

- Biographies of current Board members
- EFry's most recent Annual Report
- EFry's most recent Audited Financial Statements
- EFry's Theory of Change

Once you have reviewed these materials and if you are still interested in becoming a member of our Board of Directors, please share a copy of your resume and cover letter to Lisa Clinton at [lisa.clinton@efry.com](mailto:lisa.clinton@efry.com) by no later than midnight on **May 6, 2024**.

Your application will be reviewed by the Board's Nominating and Governance Committee. Please be aware that the committee's meeting schedule may lead to a delay in the application review process. Should your application proceed, the interview will be conducted by the CEO alongside a member of the Board. The Board will then deliberate on including your name in the slate of recommended directors for election at EFry's Annual General Meeting. This year, the finalization of the slate will occur in June, with the Annual General Meeting scheduled for September.

Should you feel inspired to contribute to the mission of EFry and consider yourself a suitable candidate for our Board, we welcome your application. We also encourage you to share this opportunity with anyone you know who may be interested.

If you have any questions which are not answered in this Candidate Guide, or if you wish to learn more about our selection process, please contact Lisa Clinton at [lisa.clinton@efry.com](mailto:lisa.clinton@efry.com).





*At EFry, we believe every life has value. All people are entitled to dignity and respect. And everyone has a right to belong. For 85 years, that has been our legacy. And our promise.*



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