



## NOMINATION FORM FAQ

### ***Q. Is there information I need to know to be effective as a Board member?***

As BCCPAC is a registered non-profit, we are a governance board and operate according to the Societies Act, our Constitution and Bylaws and internal policies. Understanding your role as a Board member (vs role of the office staff) and your role on committees is important; good governance by the Board is critical. There will be an orientation for new board members so they can better understand BCCPAC operations and structure. It's definitely an asset if you are familiar with the issues within public education.

### ***Q. What kind of skills do I need?***

The ability to work as part of a cohesive team, respect for fellow board members and education partners and staff - these are some of the most important skills. As paid professional staff manage most of the organizations/education partners we work with, we must be able to communicate at their level. Therefore strong written and verbal skills are helpful.

If you are running for one of the named positions – Secretary, Treasurer, Vice President, President – written, verbal and interpersonal skills plus understanding board operations are key. You may be called upon to present BCCPAC's position, which might not be your own.

### ***Q. Do I need to have served on a Board to be effective?***

Understanding how a board operates and familiarity with Robert's Rules is certainly helpful but not required. A willingness to learn and grow will enable you to be effective.

### ***Q. How much of a time commitment will I need to make?***

Board members need to devote time daily to communications. Some emails have documents attached that must be read and commented on. Board members may be tasked with composing letters to respond to correspondence or to comment on arising issues.

Board members are assigned internal committees; most of these committees meet via teleconference a couple of times a month while they are active. External representations to other organizations occur a few times a year, but may have ongoing issues, on which the member must stay current.

Attendance to the AGM and Spring Conference is mandatory for Board members and you will be asked to facilitate at some of the events.

### ***Q. What if I don't live close to Vancouver or Victoria?***

Most of our board meetings are held via teleconference. About every three to five months we hold an in-person board meeting, usually in the Vancouver area. With the technology we have today it is very easy to communicate with e-mail. Many of the committees and external representations can be done via teleconference as well. Travel expenses are reimbursed.