



Information for Potential Nominees 2017 By-Election

BC Confederation of Parent Advisory Councils

For more information contact:
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Competencies for a Board Member

Desired Characteristics, Attitudes and Expectations

Commitment

- Demonstrates commitment to the organization, its values, vision and mission statement.
- Demonstrates commitment to the members

Communication

- Able to communicate clearly and effectively
- Comfortable speaking to small and large groups
- Effective listening skills
- Participate fully and openly in discussions in a respectful manner

Leadership and Teamwork

- Take initiative, but recognize when to respect the decisions of the others
- Willingness to work co-operatively and help out fellow board members
- Predisposition and ability to resolve conflict in a fair and unbiased way to restore healthy relationships
- Be a positive force

Accountable, Trustworthy and Transparent

- Be accountable and willing to take responsibility for actions and decisions
- Be impartial, objective and open minded. Put aside personal biases and interest for the good of the organization and its members.

Knowledge and Love of Learning

- Possess knowledge, skills and expertise that will support/advance the objectives of BCCPAC
- Shows a willingness to learn about the organization, education issues and members
- Shows willingness to share knowledge gathered with the rest of the board and the organization

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Nominations Committee Chair Note

Dear Members,

BCCPAC is now accepting nominations for three (3) board positions that are up for election which will be conducted via mail in by-election. These are listed below:

One-Year Term Position until AGM 2018

- 2nd Vice President

Two-Year Term Position until AGM 2019

- Treasurer
- One (1) Director

The enclosed information details board members' duties and outlines the expectations and support for the important job of BCCPAC Board Member. It is possible to run for more than one position on the BCCPAC Board of Directors and Candidates are encouraged to indicate on the nominations form all position you are interested in. By running for more than one position, it allows our members to elect a full slate of Directors for the Board.

You are highly encouraged to contact a current member of the board to get a candid opinion regarding their own experience of serving on the board. You will find it particularly useful to contact an individual who is currently serving or has served in the position that you are considering.

BCCPAC board members, their current positions and contact information may be found on our web site www.bccpac.bc.ca. You can make a significant difference and improve the public education experience of students in BC through support and service to the BC Confederation of Parent Advisory Councils.

Please note that **completed nomination forms are due by 11:59 pm Wednesday May 31.**

Sincerely,

Kendra Mann
2017 Nominations Committee Chair

Information for Potential Board Members

BCCPAC and Election Process

BCCPAC is a charitable non-profit organization registered under the BC Society Act. It is recognized by the Ministry of Education and education partners as the collective provincial voice of parents and guardians of students enrolled in our public education system. Members of BCCPAC are PACs and DPACs in BC who annually submit a completed membership form with payment and are granted membership. BCCPAC also has Honorary, Life, and Associate Members. The BCCPAC Board of Directors provides direction for staff and is ultimately responsible for the on-going direction of the organization in response to members' needs.

A candidate for a position on the Board must be a parent of a child in the K-12 public school system at the time of nomination and election. Candidates must be nominated with the approval of their member Parent Advisory Council or District Parent Advisory Council. No members of the Board shall be an employee or an elected official of any school district or of the Ministry of Education.

By-election ballots will be mailed to voting members of BCCPAC. Ballot must be mailed no later than Monday July 3, 2017. Members may use the self addressed stamped envelope provided or ballots may also be faxed to the office (604-474-0967) or scanned and emailed to info@bccpac.bc.ca no later than midnight Monday July 3 2017.

The Board of Directors will, unless a request for a verification of the by-election results is received by Friday July 28, 2017, approve a motion to destroy the ballots.

BCCPAC's Legal Status

The Board is ultimately responsible for the direction, business, and affairs of BCCPAC.

The Board's most critical responsibilities are:

- *To develop, review, and approve policies, plans, and budgets on a regular basis and provide direction to the senior staff person of BCCPAC.*
- *To ensure that competent and qualified staff is hired to manage the day to day business of the society.*
- *To represent the interests of the membership, as defined by BCCPAC's constitutional purposes and refined through member resolutions passed at an AGM in interactions with education partners, the community, media, and government.*
- *To monitor performance of internal committees and representation on external committees.*

Time Commitments

Approximate time commitment for Board members includes, but is not limited to:

- In-person board meetings: These meetings are 2 or 3 days in length, with two of the days being a weekend, generally held on the Lower Mainland.
- Board conference calls (average 2-hour calls) twice a month, the second Thursday and the fourth Sunday of each month and as required.
- Daily email communication (time varies, with an average commitment of at least one hour per day).
- Required reading and research to prepare for meetings.
- Required attendance at the Spring Conference and Annual General Meeting.
- Membership on at least one internal committee and one external representation committee.
- Other duties as required and as the needs of BCCPAC demand.

Travel, accommodation and meals are covered or reimbursed by BCCPAC, as well as any reasonable costs incurred while fulfilling approved Board duties. Compensation is provided to help off-set the cost of internet access and phone charges.

Board members are often located across the province, most committee meetings will take place via conference call. The majority of board work is conducted via email, familiarity with email, word processing and spreadsheet programs is highly encouraged.

The job of a board member is time-consuming and very rewarding. It is a significant opportunity to explore and influence issues in education that affect our children. You will meet committed parents from all over the province as well as educators from the partner groups, Ministry of Education and political leaders. You will require organizational, communication, and leadership skills to be effective in your role. Board members are well placed to promote the parent voice in education in BC and are responsible to influence educational policy at the provincial level in support of BCCPAC's constitutionally defined purposes.

Roles and Responsibilities of the positions open for Nominations

Responsibilities by Position

2ND VICE PRESIDENT

- Will assume the President's in case of absence or resignation.
- Will work closely and cooperatively in support of the President.
- Will abide by the basic responsibility of a Director as noted below.

TREASURER

- Will work with office staff to fulfill the duties of the position.
- Will have a demonstrated ability and/or understanding of bookkeeping procedures.
- Will ensure that an annual budget is prepared.
- Will ensure that funds are properly accounted for.
- Will ensure financial and book of accounts is maintained so as to comply with the Society Act.
- Will abide by the basic responsibility of a Director as noted below.

DIRECTOR

The basic responsibilities of each Director are (also see the Time Commitments section):

- To keep up-to-date on the affairs of the society and the BC Public Education System.
- To attend and participate in all board meetings, in person and/or by conference call, unless one has been given permission to be absent by the President.
- To abide by the Code of Ethics developed by BCCPAC for Directors.
- To be familiar with current BCCPAC plans and policies (including strategic plans, BCCPAC Policies and Procedures, and the Record of Member Resolutions), and to undertake such specific responsibilities for overseeing the implementation of plans and policies as the Board decides.
- To be familiar with BCCPAC's budget and to participate in budgetary decisions and the development of resource development strategies and plans necessary to meet budgetary requirements.

ALL BOARD MEMBERS

- All board members are expected to be involved at least one Portfolio.
- It is important that you have the passion to work through the resolution process to completion.
- Leadership and organization skills to help guide your committee to success.

To begin the Nomination process:

1. Read BCCPAC's Constitution and Bylaws. <http://bccpac.bc.ca/constitution-bylaws>
2. Contact current board members to get more information regarding the position you are considering. <http://bccpac.bc.ca/board-directors>
3. Ask for further information from the Nominations Committee Chair if required. (Kendra Mann, kendramann@bccpac.bc.ca)
4. Discuss your possible nomination with your Parent Advisory Council or District Advisory Council and obtain their support in completing the nomination form.
5. Consider approaching a parent leader who you know has the skills to be an effective board member.

BCCPAC will keep all nominations confidential until the deadline to receive nominations has passed and all candidates' nomination forms have been verified.

Once your nomination form has been accepted, you will be a candidate in the 2017 By-Election. Voting will take place via mail-in ballot and the successful candidates will be sworn into office at the in-person meeting of the Board of Directors to be held in Squamish August 25-27, 2017.

Board orientation as well as training on roles and responsibilities of a board member is provided at the first in person board meeting after the by-election.

These notes are a brief overview of BCCPAC's legal status as a charitable, non-profit society and the duties and responsibilities of its Board of Directors.

BCCPAC directors have an obligation to read and become familiar with BCCPAC's Constitution and Bylaws, and internal policies. The information contained within this package is not meant in any way to replace these documents.



2017 BCCPAC NOMINATIONS COMMITTEE – FAQs

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. Any travel expenses are reimbursed.

Q. How much of a time commitment will I need to give?

- Board members need to devote time daily to emails. 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.
- The term of office is two years, unless otherwise noted.
- We are all parents and understand when family has to take priority. You couldn't ask for a group of people to work with, that understand this any better!

Q. Isn't there a lot of information that I need to know?

One thing for sure, you will learn a lot working on the Board! So while it is great if you already know a lot about education, what is more important is that you join ready to learn. If you would like to prepare, there is a lot of information on the BCCPAC website.

Q. What kind of skills do I need?

A thirst for knowledge, the ability to work as part of a team, consensus builder, respect for fellow board members and education partners - these are some of the most important skills. Because paid professional staff manage many of the organizations that 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 – such as Treasurer, you will need a background in bookkeeping. Working with our professional staff will assist the named positions in fulfilling the required duties. It is also helpful if you are comfortable speaking in public, especially if running for 2nd Vice President. You may be called upon to present BCCPAC's position, which might not be your own.

B.C. Confederation of Parent Advisory Councils

NOMINATION FORM

*Candidates for a position on the BCCPAC Board of Directors must be nominated by their member PAC or DPAC.
Nomination forms must be received at the BCCPAC office by midnight on Wednesday May 31, 2017
Please complete Part 1 and 2.*

Please return form to: Suite C - 2288 Elgin Avenue, Port Coquitlam, BC V3C 2B2 Fax: 604-474-0967 Email: info@bccpac.bc.ca

The positions available for the 2017 by-election

Position	Term
2 nd Vice President	2017-2018
Treasurer	2017-2019
Director <i>(one position available)</i>	2017-2019

Part One (Candidate Information):

Name:

Ph:

Email:

Street Address:

City:

Province:

Postal Code:

NOMINATED TO POSITION OF:

(Select all that apply, it is possible to run for more than one position on the Board.)

1.

2.

3.

4.

NOMINATED BY A MEMBER PAC/DPAC:

PAC/DPAC:

SD #:

Name of Member PAC/DPAC Executive #1:

Signature:

Ph:

Email:

Street Address:

City:

Province:

Postal Code:

Name of Member PAC/DPAC Executive #2:

Signature:

Ph:

Email:

Street Address:

City:

Province:

Postal Code:

Continue onto Part Two (next page)

Part Two

Information on this form will be reviewed by the Nominations Committee and the Board of Directors. Please ensure that you answer all questions in full.

If you have not done so already, we suggest you read the “Information for Potential Nominees” (available on the website or by request from the BCCPAC office) which includes an overview of the organization, the roles and responsibilities of the Board positions and other information.

1. Please tell us about yourself (max. 250 words)

Include the following:

- Personal skills and knowledge that you would bring to the board.
- Professional background (experience, certificates, etc.)
- Involvement in other volunteer activities and/or boards

2. How will your greatest strength help you perform in your role as a board member? What do you see as an area requiring personal growth?

3. What do you find are the most difficult decisions to make? And why?

4. While rewarding, being a BCCPAC board member can be time consuming. How do you see yourself balancing your professional or personal life with the duties as a board member?

5. Describe the involvement that you have with the K-12 Education System in BC or elsewhere. (max. 150 words)

- Past roles in PAC, DPACs, SPCs etc.
- Any other others (e.g. Special needs, French Immersion etc.)

6. Why do you wish to serve on the BCCPAC Board of Directors? (max. 150 words)

7. Describe a how you have helped build a team in an organisation (work or volunteer). Tell us about a time that you diffused a potential conflict. (max. 150 words)

8. How can BCCPAC best support parents in the BC education system? What important issues would you like to see BCCPAC address in the near future? How would you suggest BCCPAC address these issues? (max. 200 words)

9. As you think about the primary board roles— ambassador, advocate, collaborator and asker—in which role(s) do you think you will want to be most active?

10. Which school does your child(ren) attend? (select all that apply)

School Name:

SD #:

Elementary Middle Secondary Other: _____

Candidate Signature:

Date:

I hereby certify that the above information given are true and correct as to the best of my knowledge.