

Consent for Nomination Form

Shelbourne Community Kitchen Society Board Members

Last Updated: May 2, 2022

In accordance with Section 4 of the Bylaws,

I, _____ (*print name*) consent to be nominated for the position of Board Member at the 2022 Annual General Meeting.

I understand that the term of office is two years, up to a total of six years, except for circumstances noted as follows:

I agree to disclose to the Board all material interests in matters that might conflict with my duties with the Shelbourne Community Kitchen. My disclosure must be evidenced in the minutes of the Board meeting or in written notice to the Kitchen.

As a member of Shelbourne Community Kitchen, Victoria, B.C., and over the age of 18 years, I understand the responsibility and duties of the position as outlined in the Responsibilities of Board Members. (attached)

Signature _____

Date _____

Shelbourne Community Kitchen
Responsibilities of Board Members
Last Updated: May, 2022

A Board Member shall:

- a) Play a vital role in contributing to the development of the organization's mission, vision, values and strategy, and review and approve the organization's strategic and operating plans. Each board member is expected to serve on one committee as assigned by the Executive.
- b) Contribute to the development, review and approval of the policies pertaining to the board and its activities.
- c) Approve the selection of the Program Director and provide ongoing feedback, counsel, appropriate compensation and see to the formal evaluation by the Board Chair of his/her performance.
- d) Work collaboratively with the director to support his/her role in managing the quality and appropriateness of organizational services and staff according to agreed practices, financial ability and community need.
- e) Ensure organizational sustainability, accountability and transparency in its governance.
- f) Establish mechanisms to ensure that there are effective processes for integrating community, overseeing external communications, advocating and networking on behalf of the Kitchen in financial and community circles
- g) Regularly attend board and assigned committee meetings. The member invests the time to come prepared, ask questions and make positive contributions to discussions.
- h) Demonstrate integrity, fairness and independence of mind.
- i) Respect the confidentiality agreement.
- j) Support collective decisions of the whole board.
- k) Demonstrate support by personally attending or participating in the organization's activities, including fundraising opportunities, and actively promote the Kitchen whenever possible.
- l) Carry out responsibilities in recognition of a fiduciary responsibility to the organization and do not represent the interest of any single stakeholder or partner group. (Fiduciary responsibility means that a board member owes a duty

of loyalty and a duty of care to act with honesty and with a view to the best interests of the society.)

- m) Disclose any potential conflict of interest at committee and board meetings where it may reasonably be deemed to exist and ensure this declaration is stated in the minutes.
- n) Take advantage of opportunities for ongoing education and keeping informed about the changing challenges around food issues for those in need in a supportive community.
- o) Not have been found by any court to be incapable of managing their own affairs, or convicted of an offense in connection with the promotion, formation or management of a corporation or unincorporated entity or convicted of an offense involving fraud or is an undischarged bankrupt.
- p) Notify the president of any changes to his/her eligibility to serve on the Board.
- q) Submit to a Criminal Records Check.