

THE VOLUNTEER SERVICES BUREAU BOARD OF DIRECTORS

What is the Volunteer Services Bureau?

The Grande Prairie Volunteer Services Bureau is the heartbeat of our community's voluntary sector. We work collaboratively with non-profits, educational institutions, workplace volunteer programs, and the justice system to develop a vibrant, growing community that cares.

The Volunteer Services Bureau does more than match volunteers with organizations who need them: we recruit, refer, and recognize volunteers; we work in partnership with community organizations to enhance the skills and knowledge of the volunteer sector; we provide information and resources to individuals and organizations; and we provide a voice for Grande Prairie volunteers to be heard within provincial and federal volunteer associations.

The Volunteer Services Bureau is proud to serve such a fundamental role in the development of our great city, and we look forward to exploring how you can become involved in this journey!

Belief Statement

Volunteers make an important contribution to society.
Volunteerism enhances the quality of life for everyone.

Mission Statement

The Volunteer Services Bureau provides resources and promotes volunteerism for our community.

Objectives

The Objectives of the Society are:

1. To promote and strengthen volunteerism in the community at large through a variety of activities;
2. To recruit and refer volunteers to non-profit agencies and registered charities;
3. To provide workshops and seminars to volunteers on various topics for example: board management, stress management, etc.
4. To operate a Community Centre on volunteering.

History of the Volunteer Services Bureau

The Volunteer Services Bureau was established in 1969 and managed by the founding group until 1971 when the Canadian Mental Health Association received a PEP (Priority Employment Program) grant to hire a part-time coordinator.

In 1974, permanent funding was obtained from Preventive Social Services, and the Preventive Social Services Director became an ex-officio member of the Management Committee. Arrangements were made with the City of Grande Prairie to process Volunteer Services Bureau accounts and payroll through the Preventive Social Services system. The Management Committee continued to direct and manage the Volunteer Services Bureau with the Preventive Social Services director providing some supervision to the staff as required.

The project was terminated in 1975. The Management Committee began negotiations with City Council for funds to reinstate the project under the original mandate. Confirmation of the original mandate was obtained by Motion of City Council in January of 1979. The service was incorporated as an independent society on April 12, 1983.

The original objective of the Volunteer Services Bureau was to place volunteers in worthwhile and meaningful activities. That mandate has since evolved into the present day Mission Statement, Goals, and Objectives of the organization.

The Role of the Volunteer Services Bureau

The role of the Volunteer Services Bureau has changed over the years to address the needs of a growing city. Today, the VSB has four main roles:

- To promote volunteerism;
- To educate, assist, and provide training opportunities for agencies;
- To recruit, refer, and recognize volunteers;
- To act as a resource centre that includes the acquisition and dissemination of information.

Each program undertaken by the VSB aspires to include a minimum of one of the above noted roles. Many programs work towards the achievement of several objectives concurrently.

Programming includes, but is not limited to, the following:

- Building capacity in community groups through professional development opportunities
- Developing community resources
- Advocacy on behalf of the local non-profit voluntary sector

- Promotion of volunteerism
- Volunteer recognition programs
- Recruitment and referral of individuals to non-profit organizations
- Management of select volunteer programs
- Operating a volunteer centre

Role of the Volunteer Services Bureau Board

One of the most valuable resources the Volunteer Services Bureau has is its Board. This group of community minded individuals brings vision, commitment, and energy to the goal of growing a healthy Grande Prairie.

The Board is the governing body of the Volunteer Services Bureau and is accountable for the operation of the VSB, within the parameters established by law. Its overall responsibility is that of governance which includes providing leadership, setting direction, establishing policies, and ensuring sound management of the Society and its resources.

As a legal entity, the Board is accountable for:

- The direction of the VSB: its vision, mission, and strategic plan;
- Ensuring the mandate of the VSB is being fulfilled;
- Meeting the legal requirements as set out by the VSB's bylaws and by provincial and federal law;
- Ensuring that the VSB is well run and managed accordingly;
- Providing the funds that the VSB requires to complete its mandate;
- Ensuring key stakeholders are kept informed.

Broadly defined, the VSB Board governs, directs, sets policies, and monitors operations. Staff members manage the operation, carry out policies, and deliver programs and services. With limited staff, board members may assume an operational role, as well as a governance role. When this is the case, the board may also function as an administrative or operational board. Whether in a governance or in an operational role, the Board is legally responsible for ensuring that management functions are carried out and is accountable for both operational and governance functions.

Key Messages for Volunteer Services Bureau Board Members

- Commit to the beliefs, mission, and objectives of the VSB and exemplify these values in your everyday life;
- Build a strong strategic plan to achieve the mission and objectives;
- Set priorities and policies which form the foundation of the strategic plan;
- Understand the Board's overall responsibility for governance and management;
- Understand the Board's role in managing the operations of the VSB;
- Speak positively of the organization to the public.

General Responsibilities of the VSB Board Members

The governance responsibility of the VSB Board is to:

- Provide leadership and organizational renewal
 - Develop a vision for the future
 - Establish clear direction with long and short term goals
- Govern the VSB
 - Establish outcome oriented policies that guide the VSB
 - Regularly monitor the goals and policies to ensure their implementation
- Manage Board operations
 - Develop and manage the board itself
 - Secure financial resources to do the job
 - Accept the legal responsibility for the VSB
 - Provide leadership and build relationships with the broader community
- Ensure operational management
 - Hire, supervise, evaluate, and release the Executive Director

General Duties of the VSB Board Members

- Develop and approve policies;
- Review and revise the bylaws as necessary;
- Participate in the development of a strategic plan for the Volunteer Services Bureau;
- Approve the budget, monitor financial management;
- Approve/participate in the hiring, supervision, and (when necessary) release of the Executive Director;
- Serve on or Chair Board committees as necessary.

Performance Expectations for VSB Board Members

- Notify the Executive Director in advance if the Board member is unable to attend a board meeting;
- Notify the Chairperson in advance of the reports that the Board Member would like to bring to the Board's attention;
- Prepare reports, issues, policies, and motions in writing;
- Read minutes before attending the meeting, and identify errors/omissions and actions for which follow-up is required;
- Participate in the maintenance of friendly, positive working relationships;
- Develop a working knowledge of meeting procedures;
- Keep Board business and matters of a delicate nature confidential;
- Speak positively of the organization to the public.

GUIDELINES FOR BOARD OF DIRECTORS NOMINATIONS

The proposal that follows is a set of guidelines, meant to become our common practice but allowing for exceptional cases, as approved by the Board.

In proposing the names of new Directors of the Volunteer Services Bureau, the desirable mix of Directors should consist of a minimum of three (3) representatives from affiliated volunteer agencies and three (3) members at large.

Proposals for a new Director should take into account the individual's track record of volunteerism and reliable public/community service. In addition, attributes of Directors should include one or more of the following:

1. Professionals with credentials and experience to advise on four areas – matters of law, accounting/finance, communications/public relations, and human resource management.
2. Experience in one or more of Grande Prairie's voluntary/not-for-profit sectors:
 - Arts & Culture
 - Children & Youth
 - Community Development
 - Education
 - Environment
 - Health
 - Heritage
 - Senior Citizens
 - Social Services
 - Sports

GENERAL JOB DESCRIPTION FOR VSB BOARD MEMBERS

Authority and Responsibility

The Board of Directors is the legal authority for the Grande Prairie Volunteer Services Bureau Association. As a member of the Board, a director is a trustee for the community and is responsible for the effective governance of the organization.

Requirements

- A commitment to the work of the Volunteer Services Bureau;
- Knowledge and skills in one or more areas of board governance and management: planning, policy, finance, programs, human resources management, communications, and/or advocacy;
- Willingness to serve on one or more committees;
- Attendance at Board, assigned committee, and Annual General Meetings;
- Attendance at other meetings of membership, as required;
- Support of special and fundraising events and activities;
- Be willing to embrace the VSB's belief that volunteerism makes an important contribution to society and support this belief by living it in everyday life.

Term

Directors are elected at the Annual General Meeting (AGM) of the Membership for a two-year term to a maximum of four consecutive years. Exceptions to this are included in Sections 6.03, 6.04, and/or 6.07 of the bylaws.

- 6.03 In the event of a vacancy among the Members of the Executive, the Board shall be empowered to appoint a replacement Member of the Executive from among the elected Board Members at the next Board Meeting.
- 6.04 Any Board member desiring to withdraw from membership may do so by submitting to the Chairperson his/her written resignation and thereupon he/she shall cease to be a Board member. Such action shall not preclude that member in the future.
- 6.07 The Board shall have the power from time to time and at any time to appoint any person they deem appropriate to fill any vacancy created or existing in the Board.

Termination may occur at the end of the elected term by resignation or pursuant to Sections 6.05 and/or 6.06 of the bylaws.

- 6.05 Any Board member who fails to attend three (3) consecutive meetings of the Association without submitting just reasons for absence shall, subject to review of the Executive Committee, cease to be a member.
- 6.06 Any Board member may be expelled from membership for any reason which is deemed to be prejudicial to the best interest of the Association, by a majority

vote of the members of the Board. Prior to the vote being taken, the person proposed for expulsion shall be given fourteen (14) days notice in writing of the proposed expulsion and shall be afforded an opportunity to explain or justify his/her position to the persons present. At such meeting, no persons other than the members of the Board, the person proposed for expulsion, and any necessary witness(es) shall be present.

General Duties

A director to the Board is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of planning, policy, finance, and the work of the VSB.

Primary Responsibilities

- Directors are expected to participate fully at Board meetings and review information necessary to make decisions;
- Act in the best interests of the VSB;
- Declare conflicts of interest and refrain from voting on such issues;
- Share with other directors in being accountable to the VSB's stakeholders;
- Believe in the philosophies and values of the VSB;
- Be an advocate for the VSB;
- Ensure effective financial and audit controls are in place.

Quorum

A simple majority will constitute quorum

Decision Process

Majority vote, with each member of the Board holding one vote.