



On **November 17, 2022** the Greater Victoria Coalition to End Homelessness Society will host its Annual General Meeting.

There are 3 elected director vacancies to fill at that time:

- 1 vacancy for 2 years as member-at-large with experience with issues relevant to the Society – lived experience of homelessness
- 1 vacancy for Secretary for 2 years
- 1 vacancy for Treasurer for 3 years

2022 Elected Director Roles and Competencies:

1. Director with lived experience of homelessness – 2-year term (ending AGM 2024)

Competencies:

- Lived experience of homelessness and/or
- Understanding of current issues/concerns of people with lived experience of homelessness
- Understanding of specific issues facing youth and indigenous peoples

2. Director with competencies to fill the role of Secretary – 2-year term

Role of secretary

The secretary is responsible for doing, or making the necessary arrangements for, the following:

- a) issuing notices of general meetings and directors' meetings;
- b) taking and storing minutes of general meetings and directors' meetings;
- c) keeping the records of the Society in accordance with the Act;
- d) conducting the correspondence of the Society; and
- e) filing the annual report of the Society and making any other filings with the Registrar as required under the Act.

Competencies:

- Experience in matters of governance and policy

3. Director with competencies to fill the role of Treasurer – 3-year term (ending AGM 2025)

Role of treasurer

The treasurer is responsible for doing, or making the necessary arrangements for the following:

- a) receiving and banking monies collected from the members and other sources;
- b) keeping the accounting records in respect of the Society's financial transactions, including maintaining the books of account in accordance with generally accepted accounting principles;
- c) preparing the Society's financial statements; and
- d) making the Society's filings respecting taxes.

Competencies:

- Credentials as CPA, CMA, CFA,
- Familiarity with not for profit accounting

Bylaw 4.3

An individual elected as a director must:

- i. consent in writing to be a director; or
- ii. be present at the meeting where they are elected and not refuse, at that meeting, to be a director.



APPLICATION FOR DIRECTOR

Date: _____

Deadlines for application:

- Current members in good standing:
This and any other relevant, completed, and signed forms must be received by the Greater Victoria Coalition to End Homelessness, 211-611 Discovery Street Victoria BC V8T 5G4, no **later than October 13, 2022 at 4 PM**
- Applications for membership must be received by **November 1, 2022**

Documents may be emailed to admin@victoriahomelessness.ca.

Questions can be directed to admin@victoriahomelessness.ca; phone 250 370-1512

NAME: _____

Personal Contact Information:

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone number: _____

Email: _____

Check the statement(s) that apply:

_____ I accept the nomination for Director-at-Large (elected) by GVCEH Society by member-in-good standing: (Name) _____

_____ I am making an independent application for Director-at-Large (elected).

_____ I am a member-in-good-standing (2022-2023 fees paid) of the Greater Victoria Coalition to End Homelessness Society

_____ I am not currently a society member; I have attached the membership application form and agree to pay the 2022-23 membership fee prior to or at the Annual General Meeting of November 17, 2022. I also understand that my application must be accepted by the Board of Directors prior to the AGM.

POSITION PROFILE AND CRITERIA

The GVCEH welcomes and encourages applicants with diverse backgrounds.

Applicants must be prepared to attend GVCEH board meetings once per month.

The following questions will be used to determine director qualification:

Please identify the vacancy in which you are interested and your relevant background for that role:
Director Role: _____