



Date _____

Nominations Committee
Vancouver Botanical Gardens Association
5251 Oak Street
Vancouver, BC V6M 4H1

I consent to nomination as a Director of the Vancouver Botanical Gardens Association (VBGA) and will accept the position if elected at the VBGA Annual General Meeting to be held on Wednesday, April 17th, 2019.

I have read and understand the Board member expectations provided below.

I have reviewed the qualifications contained in the VBGA bylaws (below) and confirm that I am eligible for election as a Director of the VBGA.

Signature

Printed name

Nominator: (must be a current member of the VBGA)

Signature

Printed name

Seconders: (must be a current member of the VBGA)

Signature

Printed name

Please include the Candidate's contact information and a short (less than 100 words) biographical statement.

Please note: Completed nomination forms must be received at the VBGA office no later than 4 pm, Friday, March 15, 2019.

Qualifications of Directors

Pursuant to the Act, a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she:

- (a) is less than eighteen (18) years of age;
- (b) has been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;
- (c) is an undischarged bankrupt; or
- (d) has been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, in accordance with the Act.

In addition to the foregoing, a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she is not a Member in good standing.

Board Member Expectations

The Nominations Committee is responsible for nominating members to the Board of Directors as part of the business agenda at the Annual General Meeting. This document has been prepared to provide prospective Board members with an overview of the Vancouver Botanical Garden Association (“VBGA”) and the authority, responsibility, and expectations of its elected Board members.

Purpose of the Association

The objective of the Association is to enhance and preserve VanDusen Botanical Garden and the Bloedel Conservatory, to provide promotional and educational programs related to botanical and environmental awareness, and to raise funds and provide volunteers to assist with the development of the Garden and Conservatory and support the Association’s endeavors.

The Association operates pursuant to a joint operating agreement dated June 1, 1994, with the City of Vancouver – Board of Parks and Recreation, the registered owner of the Garden and the Conservatory, which outlines the responsibilities of the parties with respect to the Garden and the Conservatory and the sharing of operating revenues and expenses. The agreement is in effect on a year-by-year basis, and is renewed automatically for an additional year unless terminated by either party, requiring notice of one year.

The VBGA has approximately 1,000 volunteers and currently employs 12 full-time and part-time staff with an annual operating budget of approximately \$1.2 million.

Authority and Responsibility

The Board of Directors is directly accountable to the membership of the VBGA. The Board is legally responsible under the *Society Act* for managing the Association. All authority of the Board is exercised at duly convened meetings or by written and signed resolutions.

As a member of the Board, Directors act in a position of trust for the Garden and the Conservatory, and are responsible for the effective governance of the organization. Directors are elected to represent the

membership of the VBGA, manage the VBGA in its best interests, and use their individual skills and knowledge to help set policies, initiate programs through the Committee structure and help monitor the financial performance to enhance operations.

A Director has as such no power or authority, except as a member of the Board or a Committee at a regularly convened meeting except such power or authority as may be delegated to the Director by the Board.

Expectations

Expectations of Board membership include:

- Demonstrating commitment and dedication to the work of the VBGA.
- Maintaining of a current VBGA membership.
- Participating in the Volunteer and Board orientation programs.
- Providing knowledge and skills in one or more areas of Board governance: policy, finance, legal, education, marketing, fundraising, human resources, and advocacy.
- Being willing to serve on at least one Committee.
- Participating at eleven Board meetings annually including advance preparation.
- Participating at meetings of assigned Committees.
- Participating at Annual General Meeting and Board Retreats or Special meetings.
- Acting as a Garden and Conservatory ambassador by supporting special VBGA functions and fundraising events.
- Providing an annual donation to the VBGA appropriate to one's own financial resources.
- Assisting in developing and the maintaining of positive relations among the Board, Committees, staff members and volunteers to enhance the mission of the VBGA.

It is expected that Board members will also honour the following:

Ethics: by adhering to acceptable ethical, legal and moral standards;

Confidentiality: by keeping Board and delicate matters of a sensitive nature confidential;

Solidarity: by supporting Board decisions once they are made;

Image: by presenting a positive view of the VBGA to the public;

An understanding of the Board Member role: by establishing Board policy to be carried out by staff

Disclosure: by disclosing to the Board any potential, real or apparent conflict of interest as soon as aware of it.

Term of Office

Directors can be elected to a maximum of three consecutive three-year terms following the Annual General Meeting at which they were originally nominated. Directors may resign at any time with nominations for a replacement to follow thereafter.