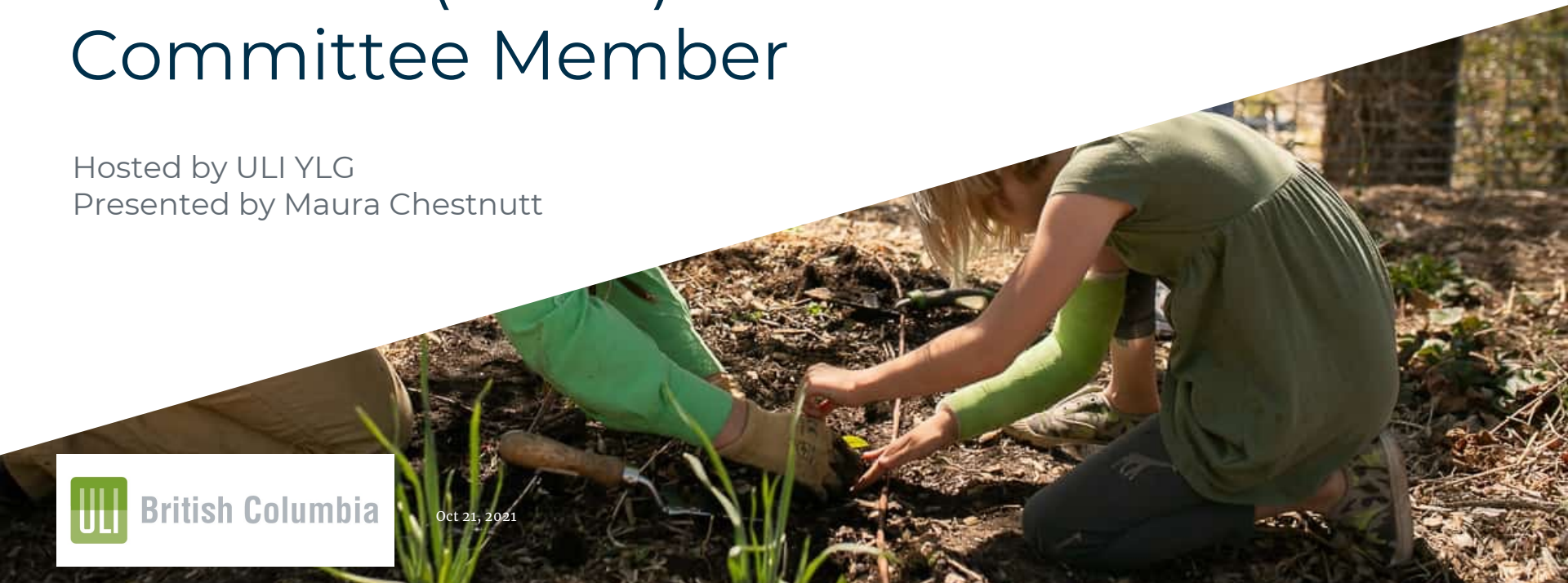


ULI Young Leaders Group - Professional Development

# How to be(come) a Non-Profit Board or Committee Member

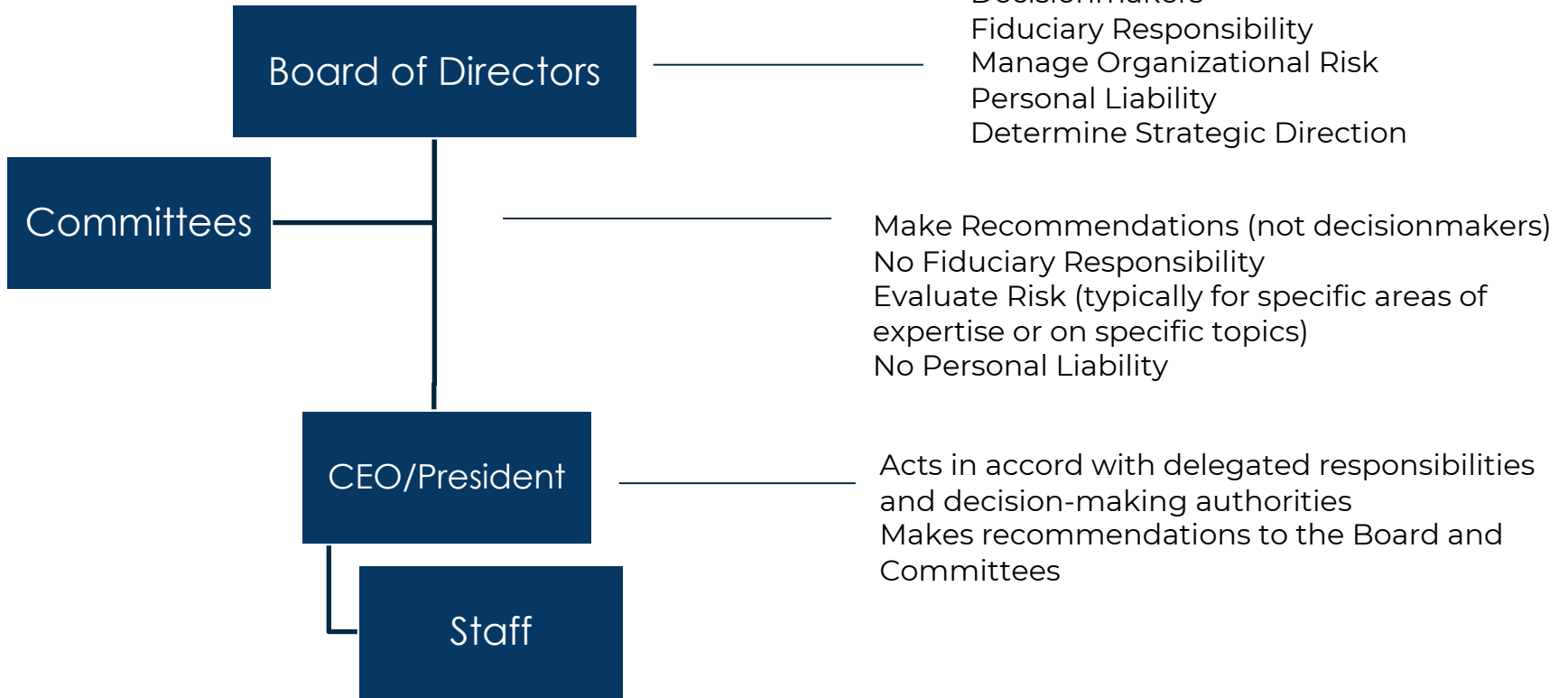
Hosted by ULI YLG

Presented by Maura Chestnutt



# Agenda

1. Introduction to Non-Profit Governance Structure
2. Key Considerations when Joining a Committee or Board
3. Evaluating Your Skills
4. Questions for Cecile & Jaraad
5. Breakout Rooms - Characteristics of Healthy vs. Unhealthy Boards
6. Audience Q & A
7. Wrap Up



## Life Stages of a Board – Karl Mathiason III



### **Organizing/Founding**

Pros: Creative, hands on, opportunity to influence direction of an organization, exciting  
Cons: hands on!, founder-led (individual or Board), overwhelming, lack clear direction, burnout



### **Governing**

Pros: stable, organizational norms have been somewhat established, more sustainable/proactive – less reactive, greater clarity  
Cons: staid, increased bureaucracy, potential for conflict (founder/original vision)





### **Institutional**

Pros: least hands-on, established norms, protocols, policies, stable, focused on high level concerns  
Cons: least hands-on, individual board members may not have strong connection or impact

# Sample Skills Matrix Items

source: Catalyst

Technical / Industry Expertise	Soft Skills
	
<ul style="list-style-type: none"><li>• Planning/ Community Development</li><li>• Communications/Marketing/Social Media</li><li>• Construction Expertise</li><li>• Real Estate Development</li><li>• Legal</li><li>• Not for Profit Management</li><li>• Property Management/Operations</li><li>• General Management/Business Management</li><li>• Accounting Designation or Equivalent</li><li>• Financial Management including investment</li></ul>	<ul style="list-style-type: none"><li>• Human Resources / Organisation Development</li><li>• Catalyst Connection/Experience (the residents' perspective)</li><li>• Event Management</li><li>• Financing and Fundraising</li><li>• Governance and Board Expertise</li></ul>

## Initial Steps:

1. **Get clear** on what you really care about and where you want to make a difference.
2. **Determine what skills** you want to bring to the table – and what skills you want to develop. Think outside the box! **Find an organization** that shares your values and interests.
3. **Do some research** – arrange a meeting, attend an AGM, volunteer on a project, review the strategic plan, bylaws, constitution and financials, attend events, read up, follow on social media, confirm standing, understand the mission and values of the organization. Begin to familiarize yourself with Robert's Rules of Order. Sign up for some governance workshops through Vantage Point.
4. **Reach out** and get your name on the waitlist – check in periodically, monitor the organization's job postings for openings. **Request an informational meeting** with the Committee or Board Chair.





## Some ideas:

Minerva Foundation (leadership development for women and girls)  
Farm Folk City Folk (food security, local food movement)  
Green Bricks (connecting youth with sustainability and the built environment)

Atira Women's Resource Society  
Catalyst Community Developments Society  
Community Living Societies  
Salisbury Housing Society  
New Commons Development  
YWCA  
New Chelsea Society

BCNPHA members list



## You've agreed to join a Committee or Board...now what



1. Ask for the Committee Terms of Reference/the Board Policies, the annual calendar, clarify your role and responsibilities and the time commitment and confirm your term, risk frameworks, and ask for copies of minutes from the the last four Committee/Board meetings.



2. If you've agreed to join a *Board* it is important to understand your responsibilities - do your due diligence – ask for a copy of the Directors and Officers' Insurance and confirm required filings are happening (WCB, source deductions, GST).



3. Your participation on a Board will be registered with the Society Registrar (if a registered BC organization).



4. Participate.

## Seven Sins of Directorship – source: Norton Rose Fullbright

1. acceptance...without commitment
2. membership...without attendance
3. affiliation...without dedication

4. meetings...without participation
5. decisions...without integrity
6. involvement...without advocacy
7. association...without giving



## Call to Action:

- Become a member of a non-profit, attend AGM
- Consider your interests, values, what you'd like to contribute to
- Start with a small, local organization that you are passionate about

