



North Vancouver
Museum & Archives
Friends Society

Friends of the North Vancouver Museum & Archives Society
Registered Charity No. 89031 1772 RR0001

Friends of the North Vancouver Museum & Archives (Friends Society)

Board of Directors Recruitment Package



Are you interested in preserving our community's history and playing a part in the current and future success of the North Vancouver Museum & Archives (**MONOVA**)?

If so, we invite you to apply to become a Director on our **Friends Society** Board. The Friends Society is the separate awareness raising, fundraising and friendraising arm of MONOVA.

Museum of
North Vancouver

MONOVA Overview

With the 50th anniversary (in 2022) of the Museum and Archives of North Vancouver (MONOVA) on the horizon, MONOVA is preparing to serve the community in bold new ways. Through a stunning new museum facility, opening in fall 2021 in the vibrant Shipyards District, we will enhance the cultural vitality of the Lower Lonsdale neighbourhood and the whole of the North Shore. This dynamic and innovative cultural hub will be a stage on which the stories of North Vancouver’s people, places and past come to life through extraordinary exhibits and engaging programming. The Archives, located in Lynn Valley, is also looking toward serving the community in expanded ways.

MONOVA serves as the municipal custodian of the City and District's cultural, archival and museum collections and is managed through a Commission comprised of persons appointed by both the City and the District Municipalities. Members of the Commission act in a position of trust for the community and are responsible for the effective governance and strategic direction of the organization. As a bi-municipal agency, the core operating costs of the Museum and the Archives are shared by the City and the District of North Vancouver.

The Friends of the North Vancouver Museum and Archives Society (**Friends Society**) plays an integral role as the fundraising arm of MONOVA, working closely with both the Commission and MONOVA staff to support and enhance the delivery of programs and exhibits that the public can experience in the following ways:

- 1) **The Archives:** a comprehensive collection of documents, photos, and records. The award-winning Archives will continue in its current Lynn Valley location after the new museum opens.
- 2) **Museum of North Vancouver:** MONOVA’S new museum opens in fall 2021 and is located within in the Shipyards District of Lower Lonsdale. This extraordinary new community amenity will feature engaging exhibits and a wide range of programs. It has been developed with input from the community, including local First Nations.
- 3) **Educational Programs:** these quality programs are developed and delivered by MONOVA to students and community groups at our two locations, and throughout the community.
- 4) **Online Experiences:** select stories of North Vancouver can be found on MONOVA’s website and specially designed interactive websites. We also offer online access to the digital archives collection.
- 5) **Outreach Programs:** Mobile exhibits featured in public facilities, feature small, engaging exhibits.



THIS IS WHO AND WHAT WE ARE



Friends Society Overview

The Friends Society is a charitable membership organization that was established in 1992, and, as a registered charity, has the authority to issue tax receipts. The Friends Society is dedicated to championing our extensive North Vancouver community's history, supporting MONOVA by:

1. Developing and sustaining community awareness
2. Providing funding to enhance MONOVA's programs and services. The Friends Society supports a major \$1.5M new museum fundraising campaign, which is close to achieving its goal, and an annual \$500,000 fundraising campaign
3. Providing and identifying volunteers to support MONOVA's special programs, community events and mission: to engage, strengthen and inspire our community and visitors through experiences that actively explore the past, present and future of North Vancouver and its people.

The Friends Society Board of Directors represent the Friends Society membership and their passion to support MONOVA, working collaboratively with one another and with MONOVA staff and Commission throughout the year. Our activities align to support MONOVA's comprehensive 4-year Transition Business Plan and 2020-2023 Strategic Plan that will usher in an exciting new phase at this major cultural attraction.

We welcome applications to become a Director at any time (see attached). The Friends Society Board of Directors is comprised of volunteers who share a common passion for our community and its history.

General Responsibilities of a Friends Society Director

- Exercise good judgment and act with integrity, always in the best interests the Friends Society and MONOVA
- Understand and comply with the fiduciary responsibilities of being a director
- Stay informed about matters relating to the Friends Society and MONOVA, including attending the Friends Society and MONOVA events and visiting the Museum and the Archives
- Have a general understanding of the basic documents relating to the Friends Society and MONOVA, including the constitution, bylaws, the Friends Work Plan, and the MONOVA Strategic plan
- Be a passionate and effective ambassador in the community by advancing the mission of both the Friends Society and MONOVA within personal networks and with potential donors
- Attend the Friends Society's annual general meeting and at least 75 per cent of monthly board meetings
- Be active on at least one Friends Society Board committee or working group as a team member or lead
- Treat board discussions and materials with respect and utmost confidentiality
- Disclose any personal or business conflict of interest to the President of the Friends Society
- Enjoy and contribute to the collaborative experience of serving on the Friends Society Board
- Help support fundraising efforts with an annual philanthropic gift to Friends of the NMVA Society, at a level that is meaningful to you

Anticipated Time Commitment of a Friends Society Director

Directors are appointed for a term of 1 - 2 years at the Friends Society Annual General Meeting held in September of each year and can be re-appointed annually or bi-annually for a total of no more than 6 consecutive years (with the option to return following a minimum two-year break). Directors may expect to spend an average of 4 - 8 hours per month on board-related activities, or more, if in a leadership role or serving on a committee or working group. This includes preparing for and attending monthly meetings, special events, and lending expertise in specific areas.

If you would like to be more involved, but do not have the time to be a Director, you do not need to be a Director on the Board to become a Friends Society Member. An Annual Membership to the Friends Society, as a Friends Leadership Circle Member, provides opportunities to keep up to date with happenings, attend Friends events, volunteer, and provide your support in other ways. See www.monova.ca/about-friends-society/ for more information or contact Friends Society President John Gilmour using the contact information on the Director application form.

Skills and Qualifications

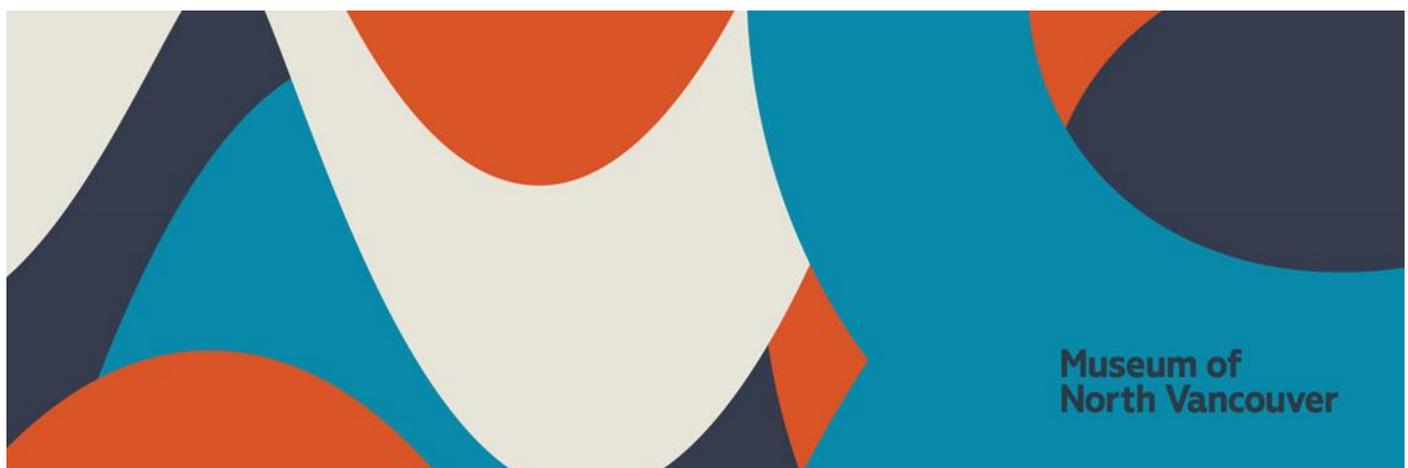
We are seeking applicants with experience and leadership in one or more of the following areas:

General Management, Human Resources, Financial, Legal, Marketing, Governance, Public Affairs, Fundraising, Community Connectedness, Government Relations, Technology, Diversity, Board Experience, Community Experience, (See application form for more complete list.)

Current Friends Society Board of Directors

See our website for the current list of Directors on our Board: www.monova.ca/about-friends-society/

**THANK YOU FOR YOUR INTEREST IN BECOMING A
DIRECTOR ON OUR FRIENDS SOCIETY BOARD!**





**Friends of the North Vancouver
Museum and Archives Society
“Friends Society” Board of Directors**

NOMINATION/APPLICATION FORM

Candidate Name: _____
Address: _____
City: _____ Postal Code: _____
Email Address: _____
Phone Number: _____ Mobile Number _____

THANK YOU for your interest in joining us! The mission of the Friends Society is to provide fundraising support, community awareness and volunteer support to MONOVA (Museum and Archives of North Vancouver) in its Mission: to engage, strengthen and inspire our community and its visitors by creating experiences that explore, reconcile and connect the past, present and future of its people. AND we want you to enjoy being a part of this exciting chapter.

Please indicate which Experience/Skills you would like to contribute to the Friends Board (check all that apply):

- Administrative/Computer
- Board Management
- Community Builder
- Event Planning
- Connection with Community Youth
- Event Volunteer
- Financial/Accounting
- Membership
- Human Resource/Volunteer Management
- Legal
- Marketing and Communications
- Fundraising
- Public Relations
- Public Speaking
- Secretarial
- Strategic Planning
- Other _____

We ask that all Directors be willing to:

1. commit time, energy, and expertise.
2. further the mission of the Friends Society.
3. attend 75 per cent of board meetings (approximately 10 per year) in person or on-line.
4. attend and sit on (or lead) at least one committee or working group.
5. support fundraising efforts and make an annual philanthropic gift at a level meaningful to you.
6. attend or support Friends Events and some Museum Events.

Application Forms will be reviewed by the Friends Governance/Nominating Committee. Candidates will be invited to meet with the Nominating Committee and to attend a Friends Society Board of Directors meeting as a guest. Please provide copy of a resume if available. **Successful applicants will also be invited to become a Friends Leadership Circle Member, if not already.**

Signature: _____ Date: _____

We're curious. What motivated you to apply? _____

_____ Thank you.

The Friends Board of Directors can have a maximum of 18 Directors on the Board who enjoy collaborating with each other, MONOVA staff and community members. The board is made up of people who care about their community and appreciate the impact the Museum and Archives of North Vancouver (MONOVA) has and can have on its community and its people.

The Friends Society aligns with MONOVA’s equitable approach to recruitment. An inclusive approach enhances creativity, diversity, and innovation, aspiring to build a Board representative and reflective of the communities we serve.

For more information on how to apply to become a Director of the Friends Society, please contact:

John Gilmour, President
Friends of the North Vancouver Museum and Archives Society “Friends Society” www.monova.ca/friends
Cell: 604-808-1171 | Email: johngilmour99@gmail.com