

Board of Directors Information Package



Are you interested in preserving our community's history and playing a part in the success of MONOVA: Museum and Archives of North Vancouver?

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

Serving the Community

With a stunning new museum facility in the vibrant Shipyards District, we will be celebrating MONOVA's 50th anniversary this year in 2022 while enhancing the cultural vitality of the Lower Lonsdale and the North Shore. This dynamic and innovative cultural hub is 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, a Lynn Valley hidden treasure, also serves the public with expanded programs and an extensive online database.



We welcome applications to become a Director at any time (see attached form).

Cultural Hub of City and District

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.

Friends Society Role

The Friends Society plays an integral role as the fundraising arm of MONOVA to enhance the delivery of programs and exhibits. The Friends Society has been a charitable membership organization for 30 years with the authority to issue tax receipts, and is dedicated to:

1. Increasing community awareness of MONOVA and its innovative programming
2. Fundraising and collaborating with staff to conduct the annual \$500,000 fundraising campaign
3. Encouraging volunteerism within our membership to help support special programs and events



The Board of Directors

The Friends Society Board of Directors is comprised of volunteers who share a common passion for our community and its history. We represent the Friends Society membership called the "Friends Leadership Circle." Any Friends Leadership Circle member can apply to be on the Board of Directors. As team-oriented community builders, Board members foster a collaborative approach while working with the community and MONOVA staff to assist with and sponsor events that support MONOVA's strategic plan, mission and vision. For a list of Directors on our Board go to www.monova.ca/friends/.

Primary Responsibilities of a Director

- Be a passionate and effective ambassador by advancing the mission of both the Friends Society and MONOVA within personal networks and with potential donors.
- Be active on at least one Friends Society Board committee or working group and lend your expertise.
- Help support fundraising efforts throughout the year and volunteer at special events.
- Have a clear understanding of guiding documents for the Friends Society and MONOVA (e.g., bylaws).
- Exercise good judgment and act with integrity in the best interests of the Friends Society & MONOVA.
- Understand and comply with the fiduciary responsibilities of being a director.
- Attend the Friends Society's annual general meeting and at least 75% of monthly board meetings.
- Make a positive contribution to the experience of serving on the Friends Society Board.

Your Leadership Commitment

Directors are appointed for a one- or two-year term at the Annual General Meeting held each September and can be re-appointed annually or bi-annually for no more than six consecutive years (with the option to return following a minimum two-year break).

Directors may expect to spend an average of 4 to 8 hours per month on board-related activities; more if serving on a committee or working group, especially in a leadership role.

If you would like to be more involved but do not have time to be a Director, we encourage you to join the Friends Leadership Circle as an annual Friends Society member to keep up to date with happenings, attend special events, volunteer and provide your support in other ways. See www.monova.ca/friends/ for more information or contact Friends Society President John Gilmour at 604-808-1171 or by email at johngilmour99@gmail.com.



***Thank You for Your
Interest in Becoming a
Director on Our Friends
Society Board!***





BOARD OF DIRECTORS NOMINATION/APPLICATION FORM

Candidate Name: _____

Email Address: _____

Address: _____

Phone Number: _____

City: _____ Postal Code: _____

Mobile Number: _____

THANK YOU for your interest in joining us! The role of the Friends Society is to support MONOVA 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 part of MONOVA's exciting new chapter.

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

☐ Administrative/Computer ☐ Board Management ☐ Community Builder ☐ Connection with Community Youth
☐ Event Planning ☐ Event Volunteer ☐ Financial/Accounting ☐ Fundraising ☐ Governance ☐ Human Resources
☐ Legal ☐ Marketing & Communications ☐ Non-Profit Charity ☐ Public Relations ☐ Public Speaking ☐ Secretarial
☐ Strategic Planning ☐ Volunteer Coordination ☐ Wills and Estate Planning ☐ Other _____

Application Process – some simple steps:

1. Submit application form to President
2. Phone call from President to discuss your interests
3. Application reviewed by Nominations Committee
4. Meet with key members of Nominations Committee
5. Invitation to attend Board meeting(s) as a guest
6. Successful nominee is invited to become a Friends Leadership Circle Member, if not already
7. Nominee to be voted on and approved by members at the Annual General Meeting

We ask that all candidates be prepared to:

- Commit your time, energy and skills/expertise
- Help to further the mission of the Friends Society
- Attend 75% of board meetings in person or online (approximately 10 per year)
- Participate in or lead at least one committee or working group
- Support our fundraising activities
- Attend or support Friends Society events and some Museum events

Please tell us why you are interested in serving as a Director on the Board: _____

_____ (use additional page if you'd like)

Signature: _____

Date: _____

Please email your application to the Friends Society President John Gilmour at johngilmour99@gmail.com or mail/drop off envelope to the Friends Society at 3201 Institute Road, North Vancouver, BC, V7K 3E5.

The Friends Society aligns with MONOVA's equitable and inclusive recruitment approach to help build a Board representative and reflective of the communities we serve. The Friends Society can have a maximum of 18 Directors on the Board.