



**RAY-CAM COMMUNITY ASSOCIATION**

920 E HASTINGS ST  
VANCOUVER BC V6A 3T1  
(604) 257-6949

## RAYCAM MEMBERS



Are you a member of the RayCam Association?  
Are you interested in becoming a board member?

### What does a Board Member do?

A total of 20 directors make up the Board of the Society. The officers are President, Vice President, Secretary and Treasurer. A personnel liaison is also selected each term.

The directors are required to act in a capacity for the benefit of the Association as a whole. They should not act out of any interest for personal gain. They help ensure programs and services reflect community needs and have been given responsibility to manage the Centre and attached property.

The directors generally act on the basis of recommendations of Centre committees, Councils, project or task groups, members, partners and staff after examining the recommendations to ensure the following:

- They are legally correct
- They are consistent with the existing rules, regulations, policies and procedures of the associations
- They are in accordance with defined objectives
- They will be in the long-term interest of the Association in meeting its goals in the community

### **Board Members should:**

- A. Have a commitment to and understand of the purpose, policies and programs of the organizations
- B. Represent the organization in the community
- C. Serve in a volunteer capacity, with remuneration or profit
- D. Be an active member of a committee, project or task group
- E. Know and maintain line of communication between the board and staff
- F. Support and participate in fundraising
- G. Participate in recruiting new board members and volunteers
- H. Be regular and punctual to meetings and give early notice if unable to attend
- I. To be aware and willing to read relevant materials before meeting when possible
- J. Notify the board chairperson well before the meeting if you wish an item placed on the agenda
- K. Maintain board business confidentiality

### **Board of Directors Meetings**

The board of directors meet together monthly. All meetings are open to the general membership who may wish to observe the working of the board. In addition, Board members work on committees with staff and members to advance strategic initiatives.

The Annual General Meeting is held at a time and place as determined by the Board of Directors. All meetings are chaired by the President or in their absence the Vice President, or finally by an individual appointed by a majority of the members of the Board of Directors.



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## **RAY-CAM MEMBERS**

### **INTERESTED IN BECOMING A DIRECTOR OF THE RAY-CAM COMMUNITY ASSOCIATION BOARD OF DIRECTORS**

If you are a current member of the Ray-Cam Community Association and wish to run for the Board at the next Annual General Meeting the following is the application process:

1. Request an information package by calling at 604-257-6949 or email [raycamcc@vancouver.ca](mailto:raycamcc@vancouver.ca)
2. Fill out the nomination form included in the information package and submit it to the Ray-Cam Front Desk in the envelope provided.
3. Please note that all potential applicants wishing to run for the Board of Directors will be given forms to complete a criminal record search\*. This form will also be included in the information package. Please take this to the Police or RCMP location indicated on the form. \*Ray-Cam works with many vulnerable populations including children and Youth and all volunteers including Board Directors must have a current criminal record search that is provided for our files. As many Members who wish to run for the Board may have had a recent (within 3 years) criminal record search already on file from other volunteer work at Ray-Cam it is only necessary to indicate this on the nomination form in the appropriate section.
4. When the Board has received both your nomination form and a criminal record search and you have met the criteria for a position of trust then the Personnel and Board Recruitment committee will arrange to meet with you to answer any questions and to confirm your interest in running for the Board of Directors and standing for election at the next Annual General Meeting.
5. All candidates who meet the requirements will be invited to attend a full Ray-Cam Board of Directors Monthly Meeting to meet the current Board.
6. You will be asked to come to the Annual General Meeting and will be presented as a candidate who has met the criteria to run(stand) for election to the Ray-Cam Board of Directors. You may be asked to tell the members at the meeting why you think you are a good candidate for the Ray-Cam Board.
7. If elected as a new Director you will receive an orientation and a schedule of monthly meetings which you will be expected to attend.



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## Nomination Form to the RayCam Board

The following candidate is being nominated to the Board of Directors of RayCam Cooperative Centre:

<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Signature</b>	
<b>Date</b>	

Please write and submit fifty words or less on why is candidate would make a good member of our Board of Directors. You can include and personal, professional, and volunteer experiences and any specific skills or expertise that would contribute to the function of the Board of Directors:


Please submit this form and the 50-word description by email to: [kate.hodgson@vancouver.ca](mailto:kate.hodgson@vancouver.ca)