



**DOMESTIC
ABUSE SERVICES**
OUR LADY OF GOOD COUNSEL SOCIETY

TO LIVE WITHOUT FEAR

Board of Director Nominations 2022

Each year, Domestic Abuse Services – Our Lady of Good Counsel Society, holds its elections for its Board of Directors. For those Society members who are interested in participation on the Board, or know of someone you would like to nominate, please fill out this application and return it to admin@domesticabuseservices.ca or mail to:

Attention: 2022 Nomination Committee
#201-14045 104th Ave.
Surrey BC V3T 1X4

Nominees/Applicants must have active memberships* of Domestic Abuse Services – OLGCS **as of the 2022 AGM**, as well as the person nominating them. Upon election, the nominee/applicant must be present at the AGM to accept the position, be willing to obtain/provide a current Police Information Check, and agree to the terms of participating as a Board of Director. The Board meets on the fourth Monday of each month.

All prospective candidates will be contacted by the Committee, by phone, for follow-up. Nominations will also be accepted on the floor at the AGM.

*Memberships can be renewed at the AGM before the meeting commences. For more information, please contact our office at (604)585-6688.

Nominations are made to the board. The assignment of responsibilities will be done at an early board meeting. As a board member you will be expected to take part in all board activities and decisions.

Available Positions 2022

President (2-year term)
Vice president (2 year term)
Knights of Columbus Liaison (2-year term)
Eva's House Liaison (2-year term)

Treasurer (2-year term)
Secretary (2-year term)
Communication Chair (2-year term)

Nominee/

Title

Phone

Email

Address

Nominated by _____

Please attach a second page if more space is required.

Summary of Board Positions

Executive Positions

President

- *Responsible for the administration of the Society*
 - and take the leadership position of the Society
 - prepare agenda, preside at meetings, ex-officio member of all committees
 - work directly with the board in administering his/her duties

Vice President

- *Work closely with the President and assume his/her duties as needed*
 - assist with presidential duties as required
 - become knowledgeable of all societal proceedings
 - be willing to assume the role of president for the next term

Treasurer

- *Maintain the financial records of the Society*
 - liaise with accountant
 - maintain financial records
 - obtain annual review of financial records
 - provide written reports at monthly meetings and AGM

Secretary

- *Recording secretary*
 - prepare and issue notice of meetings and circulate director's report
 - maintain motion book and register of Board members
 - knowledge of Word and Excel an asset

Chairpersons

Education Chair

- *Responsible for educational programs in the community at large,*
 - organize and arrange volunteer help-line training
 - coordinate and work closely with the Society office

Fundraising Events Chair

- *Organize 2 or more annual fundraising events*
 - work closely with the Board to support ongoing fundraising projects
 - develop and chair fundraising committee

Catholic Women's League Liaison

- *Liaise with the CWL through diocesan meetings*
 - attend and report to all diocesan meetings and convention

- coordinate awareness items and events to promote the Society to the CWL

Volunteer Coordinator

- *Recruit and coordinate volunteers to provide support for special projects and events*
 - maintain accurate records of all work performed by volunteers such as hours, type of work, date, name of project/event, and follow-up as necessary
 - maintain open communications with volunteers and Society office

Thrift Store Liaison

- *Oversee the operations of the Thrift Store*
 - work closely with the board in areas concerning the Thrift Store
 - act as liaison between the Board and the Thrift Store
 - work with the Board and Thrift Store Committee to develop policy and procedures
 - oversee implementation of policy decisions

Communications Chair

- *Promotion of Society to the community*
 - promote the Society cause, programs and services to the church and local community
 - update webpage, maintain online communications, and media reports
 - organize and publish several newsletters per year

Knights of Columbus Liaison Chair

- *Liaise with the Knights of Columbus*
 - promote the work of the Society at every opportunity and encourage Knights of Columbus participation in events, projects, etc.
 - attend meetings and conventions

Eva's House Liaison

- *Oversee the operations of Eva's House to ensure the house remains in good working order*
 - assist the work of the Operations Manager
 - work with volunteers to organize and manage regular maintenance and handy man repairs as well as anticipate the needs of future maintenance and repairs

Member at Large

- *Assist the Board achieve its goals by participating in the business sessions, planning, goal setting and general discussions*
 - Take an active membership on ad-hoc committees whenever appropriate

Additional Criteria for Board Members

The candidate must:

- know and be convinced of the mandate of the Society.
- be willing to assess the needs and commitments of the Society and work together as a team to meet these ends.

- attend orientation, monthly scheduled meetings and make an effort to attend Society functions.
- attend monthly Board meetings prepared to discuss the issues at hand and participate in the work of the Society.