



### Board of Director Nominations 2025

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 they would like to nominate, please fill out this application and return it to [admin@domesticabuseservices.ca](mailto:admin@domesticabuseservices.ca) or mail to:

*Attention: 2025 Nomination Committee  
#201-14045 104<sup>th</sup> Ave., Surrey BC V3T 1X4*

Nominees/Applicants must have active memberships\* of Domestic Abuse Services **as of the 2025 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 Record Check and agree to the terms of participating as a Board of Director. The Board meets on the fourth Monday of each month.

\*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 determined at a board meeting. As a board member you will be expected to take part in all board activities and decisions. All prospective candidates will be contacted by the Committee, by phone, for follow-up. Nominations will also be accepted from the floor at the AGM.

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Nominee

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Title

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Phone

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Email

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Address

Nominated by \_\_\_\_\_

## 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 Coordinator

- *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 try to attend Society functions.
- ☐ attend monthly Board meetings prepared to discuss the issues at hand and participate in the work of the Society.