



Vancouver Island Providence Community Association

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Providence Farm Application to Board

Guiding Principle: *Participants First.*



Our Mission: *Trusting in Providence, and building upon the faith-centered heritage of our founding members, we are committed to serving needs and to fostering talents of people in the Cowichan Valley, especially of those not easily accepted elsewhere, through our therapeutic community at Providence Farm. Our focus shall be upon the renewal of body and spirit, and upon people caring for the soil, and the soil nurturing the people.*

Participants are defined as: *people in the Cowichan Valley, especially those not easily accepted elsewhere; people with barriers to education or employment.*

The Therapeutic Farm Program provided by the Vancouver Island Providence Community Association (VIPCA) has served the Cowichan Valley community since 1979. This program takes place on picturesque Providence Farm – a working farm and regional landmark gifted to VIPCA by the Sisters of Saint Ann. Often referred to as a “rural community centre” the impact of this vital organization extends beyond program participants and volunteers to benefit the region (and beyond) as a hub of community action and inclusivity.



We provide a variety of innovative programs for individuals with mental health or developmental challenges. Programs are Nature Based Therapies in art, woodworking, nutrition, gardening and landscaping and textiles. We believe that caring for the land together is healing and therapeutic. We are a place for those who have difficulty in the mainstream to grow and be a part of a community.

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Board Member Application

The Vancouver Island Providence Community Association (Providence Farm) is currently looking for new Board members. As a Board member you will become a trustee of the Association and will be required to assist in decisions, both long and short term that will impact the direction the Farm takes. You have a fiduciary relationship with the Association and need to become familiar with the operations of the organization; be regularly involved in board activities and ultimately develop a trusting relationship with the organization.

Providence Farm operates with a Policy Governance model. A Governance Board provides oversight and long-term strategic planning for the organization; the Board does not directly involve itself with operations. The Board's relationship with Operations is through the Executive Director.

As a Board member, you will be responsible for:

- Purpose: by ensuring the implementation of the organization's mission and vision.
- Continuity: by providing continuity for managing and implementing the organizations affairs.
- Progress: by setting the rate of progress that the organization takes in reaching its strategic plan.
- Identity: by securing community support and appreciation for the organization's core values, visions, mission and long-term direction.

As a Board member you are usually required to commit time to both the monthly Board meetings and the committees of the Board. Board meetings currently take place in the evenings once per month, and are approximately 3 hours in duration.. Committees (Finance, Governance, Fundraising, Land Management and Executive) usually schedule meetings once per month. The total monthly hours of commitment, including reading and preparation, is approximately 10 hours. Some Board members volunteer additional time to the organization to support events, promote Providence in the community, and assist the various programs in different ways. All Directors are expected to be advocates for the Farm.

Although the Bylaws allow for up to 15 Board members, the average number is 10. New Director appointments are for two and three year terms with extensions to a maximum of 6 years. Our selection process includes completion of the attached application. There will be a personal interview with the potential Board member and member(s) of the Board Governance Committee to determine if there is a fit with the requirements of the Board. Subsequently there is a requirement for the potential member to present at a Board of Directors meeting. New Board members are required to complete a RCMP (Police) check, a Personal History Summary (Liquor License requirement), a Consent to Act as a Director form, a form acknowledging that you have read and understand the Societies Act sections 40-60, and a confidentiality form.

We have attached a recruitment document and invite you to contact the Executive Director or any of the current Board members. The contact information for Board members can be obtained from our Executive Director, Tracy Parow at 250 746-4204. Should you be recommended for appointment, elections will be made at the Annual General Meeting held in September of each year. Board training will commence in September for all Board members and will include goals and strategies, governance, issues of confidentiality, conflict of interest and fiduciary responsibilities et.al.

Every newly appointed Board member must have been a member of VIPCA for one (1) year. Governance policy recognizes the attendance policy

“Board and committee members are expected to demonstrate their commitment to the Association by unbroken attendance at the Board or committee on which they sit except when prevented by unforeseeable events.”

Please save this document, fill out the following information and email completed forms to ProvFarm@providence.bc.ca

Name: _____

Address: _____

City/Province: _____ Postal Code: _____

Phone (H): _____ Cellular: _____

Email: _____

Barring unforeseen circumstances, are you able to commit 10 hours per month to the Vancouver Island Providence Community Association as a Board member? We recognize that there may be times when members are away on leave, such as annual vacation.

Yes__ No__ Please explain if no. _____

Please indicate your knowledge of Providence Farm, its history and the services provided.

Why are you interested in being a Board member?

What skills and experience do you feel you have to offer the association as a Board member?

What areas of expertise and interests do you have? (Attach a resume if of relevance.)

What goals might you hope to accomplish as a member of the Board?

Do you bring any volunteer experience that you feel is relevant?

Please indicate the term length sought 2 years or 3 years.

What is your knowledge of Governance and your experience with a Governance Policy Board?

In completing this application, you are aware Board membership requires significant time commitment. A member of the Governance committee will contact you shortly.

Signature

Date

Print name legibly

Thank you for your time and interest.

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