



Thank you for your interest in serving on the Victoria HarbourCats Foundation Board of Directors.

In order to assist our Board Development Committee in knowing you better, please answer the following questions. Please note that the Harbourcats Foundation has limited space available on the board and directors are selected according to the expertise needed to fulfill its strategic plan.

**Send your application to: [Info@VictoriaHarbourCatsFoundation.org](mailto:Info@VictoriaHarbourCatsFoundation.org)**

## CONTACT DETAILS

FULL NAME:

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EMAIL:

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PHONE:

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OCCUPATION:

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## QUESTIONNAIRE

WHAT INTERESTS YOU MOST ABOUT THE VICTORIA HARBOURCATS FOUNDATION?

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**HOW MANY HOURS PER MONTH CAN YOU COMMIT TO THE VICTORIA HARBOURCATS FOUNDATION?**

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**PROVIDE AN EXAMPLE OF HOW YOU HAVE HELPED ANOTHER ORGANIZATION DEVELOP AND/OR IMPLEMENT THEIR STRATEGIC PLAN OR MANAGE A SPECIFIC PROJECT?**

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**LIST ANY OTHER VOLUNTEER POSITIONS HELD OR OTHER ORGANIZATIONS WHICH YOU HAVE BEEN INVOLVED.**

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## ACKNOWLEDGEMENT

PLEASE READ THE ATTACHED BOARD TERMS OF REFERENCE AND DIRECTOR'S CODE OF CONDUCT AND INDICATE AFTERWARDS THAT YOU ARE WILLING TO WORK WITH THE BOARD OF DIRECTORS WITHIN THESE GUIDELINES.

### BOARD DEVELOPMENT TERMS OF REFERENCE

#### ORGANIZATIONAL STRUCTURE

1. President
2. Vice President
3. Secretary
4. Governance Officer
5. Treasurer
6. Baseball Ambassador
7. Member at Large

#### APPOINTMENT AND DURATION

President, Vice Presidents, Past President - during term on Executive

#### REPORTING

Quarterly to the Board

#### MANDATE

To ensure the organizational effectiveness of the Board of Directors

#### RESPONSIBILITIES

- Determine competencies required for upcoming term

- Identify prospective directors
- Distribute board application to membership
- Review applications
- Interview and recommend potential directors to the board
- Interview and recommend potential executive officers to the board
- Preside over the elections process
- Ensure directors are trained in the policy governance model (ensuring attendance of directors within their first two years and also when on Executive)
- Ensure executive officers are trained according to their roles & responsibilities
- Identify desired member tours for board

#### GOALS FOR THE CURRENT YEAR

- Create competency matrix
- Implement year-round recruitment
- \$40,000 in funds raised



## STRATEGIC PLAN COMMITTEE TERMS OF REFERENCE

- Hire a strategic plan facilitator
- Monitor the work done towards the strategic goals

### ORGANIZATIONAL STRUCTURE

1. President
2. Vice President
3. Secretary
4. Governance Officer
5. Treasurer
6. Baseball Ambassador
7. Member at Large

### GOALS FOR THE CURRENT YEAR

Develop a goal monitoring system

### TIMELINE

- Quarterly – Review President report on achievement of goals
- August – Initiate RFP for facilitator
- August – Hire facilitator
- September – Survey directors, staff and stakeholders
- October – Strategic planning session
- November – Approve strategic plan
- December – Review President year end report on achievement of goals
- January – Review operational plan for current year

### APPOINTMENT AND DURATION

The committee is appointed annually by the board

### REPORTING

Reports to Board of Directors on a quarterly basis

### MEETING DATES

To be determined at initial meeting in January

### MANDATE

To oversee the strategic plan process

### RESPONSIBILITIES

- Ensure a new strategic plan is developed every three years
- Ensure the existing strategic plan is reviewed and revised each year

I have read the attached Board Terms of Reference and Director's Code of Conduct and I am willing to work with the Board of Directors within these guidelines.

☐ Yes, I agree.