

**Position(s):** **Brightside Board Director**  
**Job Type:** **Volunteer position, two-year (renewable) term**  
**Time commitment:** **Approx. five (5) to 20 hours per month**  
**Location:** **Vancouver, British Columbia**

Brightside Community Homes Foundation (“Brightside”) is a private-sector, non-profit organization that owns and manages 26 buildings across the city of Vancouver, providing affordable homes to those who struggle to meet the demands of market housing. In addition to property management, Brightside is committed to building connections within the Brightside communities that include over 1000 residents.

## COMMITMENT TO DIVERSITY

*At Brightside, we envision a future where all people have access to homes within a safe, vibrant and healthy community. We are committed to recognizing and reflecting the diversity of the people we house, the communities we build, and the talent we employ. Brightside fosters an inclusive workplace culture where ideas, individual abilities and diverse perspectives are valued and each person is encouraged to learn, develop, and contribute in a meaningful way.*

## OPPORTUNITY

We are looking for individuals who are passionate about social justice and responsibility, ending homelessness, and who are willing to draw on their professional and lived experience to expand and diversify the unique voices on our Board. We are looking for values-aligned members of our community who are ready to roll up their sleeves to advance and guide the strategic objectives of Brightside.

Brightside has a clear purpose and a values-based culture. We have a strong organizational commitment to equity, diversity and inclusion and, as such, strongly encourage applications from candidates that can provide an underrepresented minority perspective including, but not limited to: race, class, age, ethnicity, sexual orientation, sexual identity, family status, income, lived experience with housing instability, place of birth or religious affiliation. Our long-term goal is to be more intentional with our Board composition, so that it may innately (and more accurately) reflect the diverse populations in which we serve.

At this time, we are looking to recruit Board members and/or Volunteers that are preferably Vancouver-based, with a strong background in one or more of the following areas:

- Legal
- Fundraising
- Social Support Service

Although some previous Board experience would be considered an asset, we also invite and welcome individuals who may be pursuing their first seat on a Board.

## KEY RESPONSIBILITIES

- Be consistent with the ethics, values, commitments and policies of Brightside.
- Foster and facilitate teamwork by initiating collaboration with others, assuming additional responsibilities to facilitate the achievement of goals.
- Advise on ways to achieve better results and act on opportunities to help advance the mission.
- Demonstrate an understanding of the political, social, and economic contexts in which the Foundation operates and our residents live.
- Set outcomes, goals, timelines for the organization and advise on steps towards achieving results.
- Maintain continuous, open, and consistent communication with others by listening actively and objectively.

## PRIMARY DUTIES

- Attend meetings on a regular basis and fully participate in the discussions.
- Read background material, minutes, financial statements and reports.
- Maintain a clear understanding of the bylaws of the Foundation.
- Serve (or be willing to serve) on one or more governance committee(s).
- Actively contribute and add value to discussions and decisions.
- Keep comments and discussion on topic and avoid dominating discussions.
- Encourage other/all Directors to participate.

## GOVERNANCE

Brightside is a private charity steered by a volunteer Board and is registered under the BC Societies Act. The Board is usually comprised of eight (8) to 12 Directors; the current Board of Directors (“the Board”) consists of 11 Directors. Following a governance model, the Board sets direction through strategic planning and provides guidance to staff on operational issues. The Board acts as a trustee of the Foundation’s assets and ensures that Brightside is well managed and remains fiscally sound. In doing so, the Board exercises proper oversight of operations and maintains the legal and ethical accountability of its staff.

In addition to its legal responsibilities, the Board acts in a fiduciary role by maintaining oversight of Brightside’s finances. The Board must evaluate financial policies, approve annual budgets, and review quarterly financial reports to ensure Brightside has the resources to carry out its mission and remains accountable to its stakeholders and the general public.

As a volunteer board, Directors serve without compensation. Pre-approved expenses are reimbursed with appropriate proof of payment and in accordance to Brightside’s policies. Brightside carries Director’s Liability Insurance of \$5,000,000 per director.

Brightside has a strict conflict of interest code and a Board position would not be appropriate if the individual or their company does business with or is seeking to gain advantage through working with the Foundation.

## TERMS OF OFFICE & TIME COMMITMENT

We ask all Board members for a two (2)-year commitment, which can be renewed up to a maximum of four (4) consecutive terms. Board positions are re-elected on a bi-annual basis at the annual general meeting. Executive positions are re-appointed on an annual basis at the Board meeting following the annual general meeting.

Board members/Directors should be prepared to spend between five (5) to 20 hours per month on Board and committee matters. This includes time spent on preparing for and attending Board, committee and planning meetings, and any director education and development sessions. This would be comprised of tele-communications, in-person, and/or virtual meetings; all/most Board meetings will take place at Brightside's downtown Vancouver office or over virtual meeting platforms.

The Board meets up to ten (10) times per year, usually once a month for two to two and a half (2-2.5) hours, from 4:00pm to 6:00pm (or 6:30pm). When held in-person, meetings are usually held in the "Grouse Room" at Brightside's head office located in downtown Vancouver. The Board does not usually meet in August and December. Additional meetings may be scheduled, as necessary.

## QUALIFICATIONS

Brightside Board members and Volunteers are highly collaborative, inclusive team players. They understand the role and responsibilities of a governance board and are able to think strategically to help take Brightside to the next level. A flexible, "can do" outlook and a good sense of humour are highly valued (and encouraged) at Brightside.

## BENEFITS

As a Brightside Board member or Volunteer, you will have the opportunity to contribute your skills and expertise to a local, well-established, highly respected provider of affordable homes and the opportunity to develop/build on professional skills and experience, while serving the community.