

## Join Our Board of Directors

***Help Build Homes. Build Community. Build Hope.***

*We're looking for compassionate, community-minded leaders to join our Board of Directors. If you believe everyone deserves a safe, decent place to live and you're ready to help guide our mission forward, we'd love to hear from you.*

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## POSITION DESCRIPTION

### QUALIFICATIONS

Serving on our Board is an opportunity to turn your passion for community into meaningful leadership. Whether your experience comes from professional roles in business, government, or the non-profit sector — or from lived experience and grassroots involvement — you bring valuable insight. We welcome a range of perspectives, especially those rooted in the communities we serve. We especially welcome applications from people who identify as members of equity-denied groups, including local Indigenous communities. Your lived experience and voice matter in our decision-making spaces.

Ideal candidates will have the following qualifications:

- Knowledge and connection to the communities we serve (Comox Valley, Campbell River, and the North Island).
- A genuine interest in Habitat's mission, with a connection to affordable housing either through lived experience, advocacy, or community involvement.
- Strong communication and collaboration skills, with a willingness to build bridges across diverse perspectives.
- A reputation for integrity, empathy, and a drive to support families on their journey toward strength, stability, and self-reliance.

### ***A Note on Our Selection Process***

*We consciously recruit Board members based on the evolving needs of the organization and the communities we serve. From time to time, we may seek individuals with specific skill sets or lived experience within a particular community to ensure we are best positioned to carry out our mission.*

*We encourage all interested individuals to apply and welcome conversations with community members who are passionate about affordable housing and making a local impact. However, please note that not all applicants will be nominated to the Board, as selections are made with careful consideration of current organizational priorities and gaps.*

## **POSITION RESPONSIBILITIES**

1. To engage in strategic planning and provide overall business direction to HFHVIN in order to fulfill its mission. The Board shall define the mission, vision, and values as part of the strategic plan. The Board will work with the Executive Director to develop the specific goals of HFHVIN.
2. To review progress towards achieving the goals in the strategic plan.
3. To ensure that operational, financial, information, and risk management controls exist and are functioning properly.
4. To recruit and support the Executive Director, providing oversight, mentorship, and regular performance evaluations.
5. To approve the Executive Director's compensation.
6. To ensure that plans are made for management succession and development.
7. To ensure, through the Executive Director, that HFHVIN has the appropriate resources, competencies, tools, and structure to fulfill its mission effectively.
8. To ensure, through open channels of communication with stakeholders, that Habitat is delivering the desired impact.
9. To build and sustain a competent board.
10. To ensure that HFHVIN operates ethically, and reflects the values of the organization.
11. To ensure HFHVIN complies with all applicable laws and Habitat policies.
12. Represent Habitat with confidence and clarity, championing our mission in the community and helping build lasting support.

## **BOARD TERMS OF PARTICIPATION**

- Board Members serve a three year term and may be eligible for re-appointment for a second three year term (maximum 6 years).
- Each Director will serve on one of three Standing Committees: Finance, Governance, or HR & Nominating.
- Board Meetings are held quarterly. The Standing Committees also meet four times per year, except the Finance Committee which is scheduled for six meetings annually.

- Service on the Board is without remuneration, however may be reimbursed for necessary and reasonable expenses incurred while acting on behalf of the Society.

Bill Wright, Board Chair  
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