



## Volunteer Position: Board Directors

"Helping immigrants build a future in Canada"

### The Opportunity:

**Volunteer Board Directors fulfill a vital governance role at The Immigrant Services Society of BC (ISSofBC), a not-for-profit Society and registered charity. The Board of Directors provides strategic leadership by setting direction, making policy and strategy decisions, overseeing and monitoring organizational performance, and ensuring overall accountability.**

This is an opportunity to uniquely contribute towards the successful integration of immigrants and temporary residents, and the sustainability of the diverse range of communities ISSofBC works with. Directors bring their diverse expertise, lived experience and community connections, playing a key role in our organization's success. ISSofBC is a large social-impact organization, operating in complex environments and contexts; serving as a Board Director also provides an opportunity to engage with and contribute to a significant leadership process.

In 2024, ISSofBC is recruiting Directors to replace retiring current members and diversify the knowledge, experience, and perspectives on the Board. Several positions on Board committees may also be available as a steppingstone to a Director role. Directors are appointed by election at the September AGM for two (2) year terms and are eligible for no more than three (3) consecutive terms.

Board Directors are required to prepare for and attend full Board meetings (~8 per year) and be a member of at least one Board Committee. Directors may also be called upon to take part in ad hoc working or project groups, and / or represent the organization at events or in the community. The typical time commitment dependent on role is 8-10 hours per month.

### The Organization:

The Immigrant Services Society of BC is one of the largest immigrant-serving agencies in Canada, with a national and international reputation in the field of immigrant issues and services for immigrants and refugees. Since 1972, we've been providing support services for immigrants and refugees to help them get settled, find careers and learn what they need to know in starting a new life in Canada.

Through our dedicated staff of over 450, our many volunteers and community partners, we provide settlement, education and employment services for over 20,000 clients every year.

ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. The work culture finds strength in diversity of backgrounds, lived experiences, and identities.

Information about the current Board, our staff leadership team, and our strategic direction can be found on our website at <https://issbc.org/about-us/>.

## Ideal Candidates:

- A. Candidates for this role can come from a variety of professional and personal backgrounds, but must demonstrate the following **prerequisites**:
1. **Mission & Values:** Possess demonstrated passion and connection to our mission of helping immigrants build their future in Canada, and a commitment to our values of dignity, inclusion, openness, and respect for uniqueness. Personal experience of being a newcomer, or contributing positively to the immigration sector, is highly desirable.
  2. **Leadership & Governance:** Possess significant leadership experience. Leadership comes in different forms, professional and community; we seek individuals who have demonstrated leadership knowledge and capacity in one or both venues. Experience on a governance-model Board of Directors is highly desirable.
  3. **Community Connections:** Ability to strengthen the diversity of voices and lived experiences around the Board table, expanding the range of connections available to the organization. A commitment to diversity, equity, and inclusion – including gender equity and inclusion of equity-seeking groups – is paramount.
  4. **Commitment:** In F24/25 Board Directors are required to prepare for and attend full Board meetings (~8 per year) and be a member of at least one Board Committee. Directors may also be called upon to take part in ad hoc working or project groups, and / or represent the organization at events or in the community. The typical time commitment dependent on role is 8-10 hours per month.
- B. In 2024, the following specific skill sets have been identified as **potential** areas for additional expertise on the Board:
1. **Service Delivery Excellence:** Individuals with experience of quality improvement methodologies, accreditation or standards programs.
  2. **Innovation & Research:** Individuals with experience of developing innovation, community-based research and / or knowledge translation models, including in immigration, multiculturalism, social planning, indigenous relations, gender studies or related fields.
  3. **Business & Social Enterprise:** Individuals with experience in growing entrepreneurial initiatives, particular in education and / or technology settings, as well as local business leaders within or representing organizations that employ newcomers and / or work closely with settlement organizations.
  4. **Public Policy & Government Relations:** Individuals with experience at a senior political or civil service level of government (federal or provincial). Understanding of policy making, funding arrangements, stakeholder relations, etc.
  5. **People & Culture Leadership:** Individuals with senior leadership experience in building people-centric and positive cultures within complex organizational settings. Specialist knowledge of people leadership, DEI strategy development, Indigenous issues and Truth and Reconciliation.
  6. **Organizational Infrastructure:** Individuals with experience in managing complex organizational infrastructure functions, including governance, and decision-making, IT infrastructure, and property management within medium to large enterprise settings.

7. **Financial Acumen/Literacy:** Individuals with significant experience managing budgets, financial reporting, audits and assurance, management accounting, financial strategy and governance of a medium to large organization, and / or with certified financial expertise (e.g., CPA).
  8. **Immigration & Settlement:** Individuals with experience working within the settlement sector, and or with academic or professional understanding of Canadian and/or BC migration and settlement policies.
- C. As part of its commitment to **diversity, equity, and inclusion**, the Board actively tracks and assesses how its membership reflects the communities ISSofBC serves. In 2024, we are seeking to maintain and build this diversity, seeking qualified individuals who will strengthen representation of / from:
1. Women & non-binary / gender fluid individuals;
  2. Multicultural communities, especially those with significant numbers of recent arrivals to Canada;
  3. 2SLGBTQI+ communities;
  4. Persons with disabilities;
  5. Indigenous Peoples.

As part of the shortly to be published ISSofBC Truth & Reconciliation strategy, we are seeking to establish Indigenous representation and voices at the governance table. We would welcome applications from, and dialogue with, Indigenous groups and individuals who would be interested in working alongside us in achieving this.

## HOW TO APPLY:

Application steps are as follows:

1. Please contact us at [boardofdirectors@issbc.org](mailto:boardofdirectors@issbc.org) to register your interest and receive an information package (including full role description, bylaws and governance policies, and most-recent annual report). Further information is available through our staff Executive Coordinator (at the email above).
2. To apply, submit a resume and a cover letter explaining why you are a great fit for this unique opportunity to [boardofdirectors@issbc.org](mailto:boardofdirectors@issbc.org) by the closing date of **May 12<sup>th</sup>, 2024**.
3. Interviews are scheduled to be completed by July 2024, with candidate recommendations reviewed by the Board in advance of nominations being put to members at the Annual General Meeting in September 2024.

*We truly appreciate all applicants; however, we will be in contact with only those selected for an interview.*

~~~~~

**April 2024**