

NOMINATIONS 2011 INFORMATION PACKAGE

DEADLINE TO SUBMIT NOMINATIONS: December 9 2011

PLEASE DIRECT QUESTIONS TO: Keith McDonald, President

PLEASE SUBMIT NOMINATIONS TO:

Keith McDonald, President
o Via fax to: 1 888 856 5882
o email to hcvkeith@yahoo.ca

**YOU AND/OR THE PERSON YOU ARE NOMINATING MUST BOTH BE MEMBERS
IN GOOD STANDING OF THE PACIFIC HEPATITIS C NETWORK:**

A member in good standing is a person with a current membership
who owes no debt to the Society.

PLEASE FULLY COMPLETE EACH NOMINATIONS FORM YOU SEND IN:

If you are nominated by another person, we will be in touch
with you to ask if you accept the nomination.

Please read all of the following pages for important PHCN Board of Directors information.

THE PHCN DEPENDS ON ALL ITS BOARD MEMBERS FOR GOVERNANCE AND FULL PARTICIPATION THROUGH THE YEAR – IT IS IMPORTANT VOLUNTEER WORK!

We respectfully ask that you:

Please think carefully about the role and commitment required of PHCN Board members before putting your name, or another person's name, forward.

PACIFIC HEPATITIS C NETWORK BYLAWS STATE

The Pacific Hepatitis C Network Board of Directors have full control and management of the affairs of the Society, subject to all laws affecting the Society, including the By-Laws and rules made at General Meetings (Section 5, PHCN Bylaws).

THE SOCIETY ACT OF BC

The Society Act of BC further states that the Board of Directors may 'manage or supervise the management of' the affairs of the Society. (Section 24-2-a, Society Act.) This is most often done through the delegation of the operations of the Society to the Executive Director or Chief Operating Officer. Corresponding policy and procedure that ensures Board oversight of its fiduciary and legal responsibilities is needed, along with board evaluation and development.

and,

25 (1) A director of a society must:

- (a) act honestly and in good faith and in the best interests of the society, and
- (b) exercise the care, diligence and skill of a reasonably prudent person, in exercising the powers and performing the functions as a director.

PHCN AGM POLICIES

We follow board-approved policy, based on our bylaws and the Society Act. These are available on request.

BOARD TERMS

Board members are elected for a period of two years.

A board member may opt to run for a second and subsequent terms.

PACIFIC HEPATITIS C NETWORK ROLES AND RESPONSIBILITIES

The Pacific Hepatitis C Network (PHCN) is an incorporated BC non-profit Society. PHCN is governed by the Society Act of British Columbia and by our own Constitution and Bylaws.

The most basic and important role of any Board of Directors is to make sure that the Society they govern reports properly to its members (at the Annual General Meeting - AGM) and to the Province (by completing and filing a full list of board members elected by the membership at the AGM).

The Board of Directors is entrusted by the membership with proper management of the Society on their behalf. PHCN uses a governance model, with most of the day-to-day running of PHCN delegated to their Executive Director.

This means the Board of Directors must ensure the accountability and stability of the organization by:

- Setting strategic direction
- Supervising the Executive Director
- Ensuring that checks and balances are in place for accountability to members, funders, staff and volunteers.

To accomplish this, especially as a Society grows, governance boards look to organize their responsibilities in manageable ways:

- Executive director recruiting, selecting and supervision
- Board development and evaluation
- Planning (oversight)
- Fiscal and legal oversight (through development, adoption, use and monitoring of sound policy and procedure (governance, human resource, operational, financial).

PHCN BOARD COMMITMENT

The PHCN Board meets the first Tuesday of each month, 10 am - 11:30 am.

Board members may also be involved in work through the month on specific issues or committees.

A Board Member who misses 3 meetings without notice may be considered to have lost their place on the Board.

All Board meetings are important.

MEMBER PARTICIPATION (Important, non-board work)

All members are invited to check out and sign up for Working Committees. This is a great way to contribute to the community by helping move work forward. Working Committees at this time are:

- Treatment Access
- Information resources (developing pamphlets, displays, etc.)