

**RICHMOND FOOD BANK SOCIETY
BOARD OF DIRECTORS – APPLICATION FORM**



We are immensely grateful for your offer to volunteer and your interest in becoming a Board member for the Richmond Food Bank. After you complete and submit this form, we will review your application and contact you promptly for an interview if your background and interests match the Society's needs. An e-form version of this application form is also available by contacting the office at 604-271-5609 or info@richmondfoodbank.org.

Legal Name _____ Preferred Name _____

Mailing Address _____

_____ Postal Code _____

Home Landline _____ Mobile Number _____

Email Address _____

Date of Birth _____ Pronouns (e.g. him/her/they) _____

Educational Background _____

Career Background _____

Volunteering Background _____

Activities / Interests / Hidden Talents _____

For sound governance, we believe that our Board must include a variety of perspectives, skills, and experience. Please use the following scale to indicate your level of knowledge, and provide any additional details that would help us assess your qualifications relevant for Board responsibilities.

1 = little to none 2 = moderate 3 = extensive 4 = not applicable

KNOWLEDGE & SKILLS	KNOWLEDGE LEVEL	DETAILS (FOR MODERATE / EXTENSIVE LEVELS)
Accounting / Financial Management		
Administration		
Advocacy		
Capacity Building		
Computers & Technology		
Event Planning		
Fundraising		
Governance, Non-Profit		
Government Relations		
Human Resources Management		
JEDI: Justice, Equity, Diversity and Inclusion		
Leadership		
Legal		
Marketing & Communications		
Policy Development		
Program Management		
Public Speaking & Outreach		
Risk Management		
Strategic Planning		
Volunteer Engagement		

Why do you want to become a Director of the Richmond Food Bank?

What makes the Richmond Food Bank's purpose or mission meaningful to you?

What have been your previous connections, if any, with the Richmond Food Bank?

How would you hope to use your skills, experience and networks to help move the organization forward?

What personal qualities or attributes can you bring to our Board of Directors?

Board member terms are 1 year in length, beginning and ending with the Annual General Meeting in June. Board members are expected to attend 9 Board meetings held on the third Wednesday of the month (except for July, August and December) at 7:30pm. Board Committee work is also required, along with other assignments as needed. How would this time commitment fit into your life?

Each Board member is expected to take part in at least one Board committee. Which committees interest you? Please rank in order of preference, with #1 being of most interest.

- Finance
- Governance & Board Development
- Human Resources
- Public Relations & Fundraising
- Risk Management
- Strategic Planning

Given that there is limited space on our Board for new Directors, only a few people can be offered a position. If a position on the Board of Directors is not available, may we contact you to serve on a Board committee or task force?

Yes No

How did you find out about this Board opportunity?

Attachments (optional):

cover letter resume personal references

Additional questions / comments:

Certification. I certify, by my submission of this application, that the information contained within this application and any supporting documents is true, accurate, and complete to the best of my knowledge.

Full Name of Person Submitting Application _____

Date _____

Please direct this completed application and any applicable attachments by email to:

Carol Yan Lau, Board President
Richmond Food Bank Society
president@richmondfoodbank.org

or drop-off at:

The Richmond Food Bank Society
100 – 5800 Cedarbridge Way
Richmond, BC, V6X 2A7

Office Hours: Monday through Saturday, 9:00am – 4:00pm

Though we accept expressions of interest at any time, we aim to present a full Board slate at each Annual General Meeting. This year's AGM will be held on June 21, 2023. If you would like to be considered for the 2023/2024 term, please email us your application by **April 30, 2023**.