



2024 Board of Directors Nomination Form

To be eligible for nomination you must be a member in good standing for at least three consecutive years.

A. Nominee Information

Name:		
Address:		
City:		Postal Code:
Phone:	Home/Office:	Cell:
Email:		
Occupation:		

B. EMCR Region

- Vancouver Island
- Central
- South East
- South West
- North East
- North West

C. Area of Representation Interest

Please select no less than one and no more than three areas of Emergency Management you have experience in and can represent:

- Emergency Support/ Evacuee Services
- Industry
- Consultancy
- Municipal Emergency Management
- Regional District Emergency Management
- Indigenous Relations
- Non-Government Organizations

2024 Board of Directors Nomination Form



D. Expression of Interest

Please share why you are seeking nomination for the Board? What do you bring and how will you support BCAEM in achieving strategic goals and evolve the field of Emergency Management in BC. Please keep your comments to what is visible in this box.

2024 Board of Directors Nomination Form



E. Code of Conduct Agreement

I confirm that I have reviewed the Volunteer Board Director Role Description and Volunteer Board Director Code of Conduct. I understand and accept the terms and responsibilities granted if I am elected to a Director position.

Any equipment, supplies, digital documents and/or access IDs will be returned to the association upon request or the completion of my term.

This agreement will be upheld for the duration of my term(s) of office.

Should I be no longer willing or capable of fulfilling my duties I will inform, in writing, the Chair, Vice-Chair, or both.

Name	
Term	
Signed	
Date Signed:	



Volunteer Board

Director Role Description

Reporting to the Chair, the Director draws upon their expertise as a skilled community builder to coordinate and facilitate networking opportunities, workshops, speaker series, and programs, thereby promoting dialogue on how best to advance the needs of the emergency management community. They will also collaborate with the emergency management business community and other disaster response and humanitarian service organizations and engage with all levels of government. The Director works alongside other Directors which make up the Board to execute the organization's strategic priorities and work plans. Directors work collaboratively with the organization's membership and the emergency management community to fulfill the vision and mission of the organization.

Primary Duties and Responsibilities

- Plan the delivery of programs and activities per the associations mission and goals
- Communicate with BCAEM executive to establish funding proposals
- Ensure project activities operate within the policies and procedures of the organization
- Ensure project activities comply with all relevant legislation and professional standards
- Engage members for appropriate project activities using established member engagement standards and practices
- Liaise with other Emergency Managers to ensure the effective and efficient program delivery
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency and avoid competing resources
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Monitor the program activities regularly and conduct an annual evaluation according to the program evaluation framework
- Report evaluation findings to the BCAEM Executive Board and recommend changes to enhance the program, as appropriate

The minimum commitment level includes:

- Attending a meeting on the 2nd Tuesday of every month from 6:30 - 8:00 PST;
- Attending a meeting on the 4th Tuesday of every month from 12:00 - 1:00 PST;
- 8 to 12 hours per month conducting organization business which may vary depending on duties, responsibilities and commitments made by the individual to the organization.

Volunteer Board Director Role Description



Tentative Meeting Schedule (subject to change):

Board Meetings

Time: 6:30 - 8:00 pm PST

November 12, 2024

December 10, 2024

January 14, 2025

February 11, 2025

March 11, 2025

April 8, 2025

May 13, 2025

June 10, 2025

July 8, 2025

August 12, 2025

September 9, 2025

October 14, 2025

November 12, 2025

December 9, 2025

Project Meetings

Time: 12:00 - 1:00 pm PST

November 26, 2024

December 24, 2024

January 28, 2025

February 25, 2025

March 25, 2025

April 22, 2025

May 27, 2025

June 24, 2025

July 22, 2025

August 26, 2025

September 23, 2025

October 28, 2025

November 26, 2025

BRITISH COLUMBIA ASSOCIATION OF EMERGENCY MANAGERS

Volunteer Board Director Code of Conduct



General

I understand that as a member of the Board of Directors, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. As part of my responsibilities as a board member:

1. I am morally responsible for the health and well-being of this organization. As a member of the board, I have pledged myself to help realize the organization's mission.
2. I am fiscally responsible, with the other board members, for this organization.
3. I am legally responsible, along with other board members, for this organization.
 - 3.1. I am responsible to know and uphold all policies and programs, and to oversee the implementation of policies and programs.
 - 3.2. I will read materials sent to me in advance of the board meetings.
 - 3.3. I will attend all board meetings unless circumstances beyond my control prevent my attendance
 - 3.4. I understand that if I am absent without excuse from regularly scheduled board meetings more than three (3) consecutive or less than 70% of Board meetings without providing notification that the Board may declare my seat vacated or I will be asked to resign from the board. Should I be no longer be willing or capable of fulfilling my duties I will inform, in writing, the Chair, Vice-Chair or both.

Outreach

4. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
5. I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.

Board and Committee Participation

6. The Term of the Volunteer Board Director position is two (2) years or as identified in the Association Bylaws, from the termination of the Annual General Meeting the member was elected - unless the position is formally vacated prior to the term period by the elected member in writing.
7. I will be an active member of at least one Committee or Task Force and will, if asked, be willing to take a leadership role.
8. I will also be willing to accept individual initiatives and to share my professional expertise.

BRITISH COLUMBIA ASSOCIATION OF EMERGENCY MANAGERS

Volunteer Board Director Code of Conduct



Resource Development

9. I will preserve the investment of time and money made over years by all who created this organization and brought it to this point.
10. I will help support the resource development of the organization, including but not limited to:
 - 10.1. Reach into the diverse emergency management network of professionals and practitioners and help identify and cultivate relationships to support the organization as members, board members, volunteers, and advocates.
 - 10.2. Cultivate and implement long-term goals and objectives to achieve the successful outcomes of the association.
 - 10.3. Develop new initiatives to support the strategic direction of the organization.
 - 10.4. Communicate with partners to gain support for the organization initiatives, programs and activities, and solicit their input for improvement.

Standards of Conduct

11. I will uphold the name and use of the name of the organization in a professional manner.
12. I will encourage, enable and respect the participation and contributions of fellow board members
13. I will act with the care and loyalty required of board members, and put the interests of the organization first. I will be conscious to avoid blurring the lines between my personal and/or professional roles and responsibilities and my role with the organization. I will disclose publicly any conflicts that arise in the course of my business or the organization's, and to recuse myself from decisions that create or appear to create a conflict of interest for me.
14. I will maintain the confidentiality of board deliberations and will publicly support the decisions of the board, including those with which I might have been in disagreement.
15. I will bring sound judgment, tact, diplomacy, and gravitas when acting, liaising and/or collaborating on behalf of the organization.
16. I will support, where possible, the recommendations of the committees.
17. I will communicate ideas about program or administrative activities to all Board of Directors.
18. The use of the organization name and brand archetype will be reserved only for the approved association works. I will not use the Association its name or works:
 - i) for personal gain or promotion or
 - ii) on an social media platforms.

BRITISH COLUMBIA ASSOCIATION OF EMERGENCY MANAGERS

Volunteer Board Director Code of Conduct



Active Participation

19. I will stay informed about what's going on in the organization and developments in fields relevant to the organization. I will ask questions and request information. I agree to monitor email communications and provide responses in a timely manner.
20. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
21. I will participate in the assessment of my fulfillment of these commitments and will, if asked, agree to step down from the Board.
22. I understand that the missing or three (3) Board Meetings without respectful notice and justification may result in the Board Executive declaring my seat vacated.

Remuneration

23. I understand and accept that this is a volunteer position for which there is no remuneration. Compensation of personal expenses remitted for organization business may be reimbursed to me as per the organization's policies and as approved in advance by the Board where policy is silent.

Organization Responsibilities

24. In turn, the organization will be responsible to me in the following ways:
 - 24.1. I will have access to financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law. (To act with the same judgment and care as, in like circumstances, a prudent person would act. Official minutes from Board meetings suffice as reports.
 - 24.2. Opportunities will be offered to me to discuss with the Board of Directors the organization's programs, goals, activities, and status.
 - 24.3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working.
 - 24.4. Board members and staff, should any be so assigned, will respond in a straightforward fashion to questions that are necessary to carry out my fiscal, legal, and moral responsibilities to this organization.
 - 24.5. Directors and Officers (D&O) insurance will be provided.