

# Green Party of Vancouver Director's Agreement<sup>1</sup>

## Duties and Expectations of Directors

The Green Party of Vancouver (GPV) seeks members of its Board of Directors (hereafter referred to as GPV Directors) who support the objectives and activities of the GPV. GPV Director candidates should read the GPV Constitution and Bylaws, particularly the sections on duties and expectations of Directors, as well as the Code of Conduct, which are available online at [vangreens.ca](http://vangreens.ca). In addition, there are statutory requirements and prohibitions on directorship (such as criminal records and bankruptcy) per the BC Societies Act and common law.

The GPV Board is a hands-on “working board” and directors are required to fill planning, staffing and/or supervisory roles in advance of and/or at GPV events. GPV Directors are expected to contribute actively on working groups/subcommittees as assigned according to skills and interests and are collectively responsible for the actions of the board. GPV Officers, referred to in the GPV Constitution and Bylaws as the members of the Executive Committee, have duties over and above those referenced in this Director's Agreement, as specified in the GPV Constitution and Bylaws.

General duties and expectations of GPV Directors include:

- a commitment of 8-12 hours per month, on average, toward duties as a Director and to support operations, fundraising and events.
- increasing the number of registered members and volunteers and donors
- Identifying and recruiting prospective new GPV Directors
- financial oversight (due diligence)
- preparation for, regular attendance at, and participation in Board and committee meetings
- participation at Annual and Special General Meetings
- ready accessibility and responsiveness by email and telephone/text message
- reviewing, understanding and applying GPV Constitution & Bylaws, Green Rules, GPV Code of Conduct, the BC Societies Act and other relevant legislation
- recognition, declaration and avoidance of conflicts of interest
- familiarity with how non-profit organizations and large events are run
- ability to provide direction, leadership and guidance to GPV volunteers and partners
- participating in Board policy review and creation

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<sup>1</sup> February 2017.

- recognition and adherence to established GPV policies and procedures, including media protocols
- attending non-GPV events on behalf of the GPV
- at all times behaving in a civil manner at all GPV events and meetings and when representing the GPV, per our Code of Conduct
- conducting oneself as appropriate for a GPV Director in the community, including online

### **Statement of Confidentiality**

I accept that in the course of my work as a GPV Director I may be exposed to and/or have in my possession confidential information. This includes but is not limited to information about GPV activities and practices, as well as personal information about voters, donors and GPV representatives.

As a GPV Director, I understand that I have a legal obligation to protect confidential information to which I have access. I agree to protect all confidential information to which I have access in the course of my work with the GPV. I agree to use any confidential information only for the purposes for which it was shared and purposes consistent with my responsibilities.

I agree that I will only disclose confidential information as permitted by law. I agree that any materials collected during the performance of my duties as a GPV Director shall remain property of the GPV. I agree to promptly return all such materials to the GPV upon completion of my duties and/or by request of the GPV Chair.

Adherence to the Statement of Confidentiality represents a condition of tenure for a GPV Director. I understand that any violation or noncompliance could result in administrative or disciplinary measures up to and including removal from my position as a GPV Director, expulsion from the GPV, and legal action. I understand that my legal obligation does not end with my term as a GPV Director but continues in perpetuity.

By my signature I acknowledge that I have read and understand this Statement of Confidentiality.

## Attestation

I, \_\_\_\_\_, understand that as a GPV Director, 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 will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. In turn, I will interpret our constituencies' needs and values to the organization, speak out for their interests, and on their behalf, hold the organization accountable.
3. I will attend and actively participate in at least 75 percent of board meetings, committee meetings, and special events and only miss such a meeting or event under special circumstances with as much advance notice to the Chair or designated committee or event lead as possible.
4. Each year, but no later than the start of the fourth quarter and without having to be asked, I will make a personal financial contribution at a level that is meaningful to me.
5. I will actively participate in one or more fundraising activities.
6. I will excuse myself from discussions and votes where I have a conflict of interest.
7. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters.
8. I will work in good faith with other board and team members as partners toward achievement of our goals. This includes monitoring and responding to electronic and telecommunication from the board and team in a timely fashion.
9. I have read and will adhere to the GPV Code of Conduct.

I agree and accept the above terms and conditions.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_