



Victoria Sexual Assault Centre

healing, education & prevention

#201-3060 Cedar Hill Rd
Victoria, BC V8T 3J5
(250) 383-5545
www.vsaac.ca/volunteer

Volunteer Position: Director – Board of Directors

Please let us know if or how we can make the application process more accessible to you.

- Time Commitment:** 10 hours a month (fluctuates) on a contract of 2 years. Includes attendance at monthly Board meetings.
- Responsible to:** Chair of the Board.
- Position open to:** All qualified persons are encouraged to apply. To reflect the diversity of the community we serve, we strive for VSAC's board to include the voices of marginalized communities. We especially encourage applications from members of visible minority groups, Indigenous persons, persons with disabilities, sex workers, LGBTQ+ persons, Trans, Two-Spirit and Gender Non-Conforming persons and others with the skills and knowledge to engage productively with diverse communities.
- To Apply:** Please submit a resume and cover letter to Alexandra Shewan, Coordinator of Volunteers
volunteers@vsac.ca
- Application Deadline:** Friday, April 26th, 2019
- Policy Restrictions:** VSAC has policies that restrict the participation of cis-gender men, member or former members of police organizations, and current and recent clients on the Board. If any of those apply to you please contact us for more information prior to sending in an application.

Objective

We are seeking new board members who are committed to supporting the work of the agency.

Our ideal candidates have experience in areas such as: justice/legal, finance or accounting, organizational development and governance, human resources policy, fundraising, direct experience of delivering or receiving services. We encourage all folks committed to supporting the work of the Victoria Sexual Assault Centre to apply.

Purpose

The Victoria Sexual Assault Centre Society's (VSAC) Board of Directors is a governing board. In addition to the board, several committees help carry out the activity of the organization and the relationship between board and staff is one of partnership.

VSAC Mission Statement

The Victoria Sexual Assault Centre is a feminist organization committed to ending sexualized violence through healing, education, and prevention. We are dedicated to supporting women and all Trans survivors of sexual assault and childhood sexual abuse, through advocacy, counselling, and empowerment.

Responsibilities

- Attending monthly board meetings
- Attending and participating in fundraising initiatives
- Functioning as the agency's governance structure, articulating and communicating the vision and formulating broad governance policies
- Fulfilling the obligations of the centre's constitution and by-laws and making policy in accordance with the agency's mission, values, goals and beliefs
- Developing policy in such areas as finance, personnel, programs and communications
- Taking fiscal responsibility for the centre as determined by the BC Societies Act & Regulations
- Monitoring organizational effectiveness in terms of adherence to mandate and service delivery
- Hiring of the Executive Director, developing clear performance standards, and conducting regular performance reviews
- Ensuring the Executive Director is accountable for the operations of the organization
- Consulting with the Executive Director on all matters the Board is considering, and ensuring the Executive Director is informed of all external correspondence.
- Supporting the Executive Director in all decisions and actions consistent with policies of the Board and the stands of the agency.
- Participating on committees of the Board and where agreed by the Board, establishing committees and defining their terms of reference.
- Review all reports to the Board, agendas, minutes and other materials prior to Board meetings. Read and, as required, respond to Board e-mails.
- Attending VSAC's Annual General Meeting (AGM) and where possible, represent the Board and/or VSAC at the AGMs of other agencies.
- Mentoring new Directors of the Board.

Required Knowledge, Skills and Abilities

- An understanding of the work of the Centre including VSAC's Mission (Values, Beliefs and Goals).
- Knowledge of the root causes of sexualized violence.
- Ability to work within an Anti-Oppressive framework.
- Understanding of the legal responsibilities of a board member/ willingness to learn.
- Demonstrated understanding of building community through networking.
- Ability to work both independently and part of a team.

- Good communication skills including ability to give and receive feedback.
- Strong problem-solving, decision-making, critical thinking and diplomacy skills.

Working Conditions

The board meets monthly in an office environment. Board members are also expected to be involved with events hosted by the centre which may take place off site.

Benefits to the Volunteer

- Ongoing education.
- Enhancement of community connections.

Training Provided

- Orientation to the Board and VSAC.

Values of Victoria Sexual Assault Centre

- Communicating in a direct, caring, confidential, and honest manner, showing respect, gentleness, acceptance, and celebration of each other in all our diversity.
- Each individual's self-defined inner knowledge, empowerment, and right to dignity.
- A safe, accessible, and effective Centre where folks can engage in healing from sexualized violence.
- Social justice for all.
- Enacting an anti-oppressive framework, that acknowledges societal and systemic barriers and our own positions of power and dominance.
- Being transparent and accountable to the community regarding how and why our policies and practices are determined, enacted, and altered.

**To apply please send your resume and cover letter to
Alexandra Shewan, Coordinator of Volunteers
at volunteers@vsac.ca by Friday, April 26th.**