

Job Description Board Member

[Greater Vancouver Community Services Society](#)

About GVCSS

Greater Vancouver Community Services Society (GVCSS) is a non-profit society that has been delivering care and services in our community since 1972. We support the independence and well-being of the elderly, people with disabilities, and others who require support to retain or regain health and autonomy. With highly-trained and qualified staff, GVCSS serves **Home Care** clients in Vancouver and Richmond, and operates six **Community Living** homes throughout the Lower Mainland for adults with profound physical and developmental disabilities. We also provide **Transitional Care Services** through the Transitional Care Centre and The Hub at St. Paul's Hospital, and **Supported Housing** at Honoria Conway (St. Vincent's), Noble House, and Railway House.

About the Opportunity

GVCSS is seeking a qualified director to join its volunteer board in its upcoming 2026 Board of Directors election to complement the current board. The position will be for a 2-year term that is renewable for another two 2-year terms for a total of 6 years.

In addition to attending regular board meetings, directors are required to join at least one board committee. Although open to candidates from a wide range of fields, the board is particularly interested in applicants with experience in 2-3 of the following qualifications/experiences: **healthcare and/or provincial government**.

The GVCSS Board is looking for candidates who are analytical and critical thinkers, and who have strong interpersonal communication skills, an ability to think strategically and previous experience serving on a governing board. An ability to read and understand financial statements and/or business experience is required, as is an interest in, understanding of, and commitment to GVCSS's mandate.

Board Member Responsibilities:

- Knowing the organization's mission, programs, policies, and needs
- Preparing for meetings by reviewing the agenda and supporting documentation
- Regularly attending board meetings and participating actively and conscientiously
- Core governance and decision approvals
- Keeping up with issues and trends that affect the organization
- Approving audit reports, budgets, and business decisions
- Contributing to the development of policies and strategic plans
- Understanding the organization's financial affairs and ensuring fiduciary responsibilities are met

- Ensuring the organization complies with legal requirements
- Maintaining confidentiality on all internal organizational affairs
- Ensuring the company has an effective strategy and awareness of risks
- Advising and supporting the executive team
- Ensuring accountability and assessing performance

Board Member Requirements

Generally, GVCSS is seeking directors with a broad range of business knowledge and depth of experience, as well as an understanding of the non-profit and/or healthcare sectors. GVCSS is particularly interested in receiving applications from those who bring expertise in areas such as healthcare, provincial funding, communication, risk management, human resources and diversity, equality, inclusion and belonging. While these are areas of interest, GVCSS is also keen to receive applications from individuals who feel they can bring a valuable contribution.

- Proven track record in an executive leadership role
- Previous board experience
- Knowledge and experience in the non-profit facilities/housing development; community or health services
- Strong diplomatic and interpersonal skills
- Financial management and strategic planning experience
- CPA designation or other professional financial designation
- Corporate governance, including Environmental, Social & Governance (ESG)
- Real estate lending and/or development
- Law
- Digital Leadership
- Sufficient time availability for board duties

Time Commitment

The board typically meets once every 3 months. Meetings are typically held after business hours (6 pm to 7:30 pm). All directors are expected to review the board package before the board meeting. Time commitment 2 to 3 hours every 2 months.

Other committees meet as needed and determined by each committee.

Application

To apply, the candidate is to submit:

- a cover letter, indicating the reason for an interest in serving on the GVCSS Board of Directors and outlining the particular skills, expertise and perspectives they would bring to the Board;

- a CV, including a list of other Boards of Directors on which they are currently serving and/or have served, if applicable;
- Two references, at least one of which is a fellow board member who has served with them.

With GVCSS's strong focus on serving the Metro Vancouver area, strong preference will be given to candidates based in the Metro Vancouver area.

While the board recognizes that competence is paramount, the board encourages expressions of interest from inequity experiencing groups, including but not limited to women, those who identify as Racialized, Indigenous, Black, and People of Colour, People with disabilities, and gender and sexually diverse individuals.

Please visit our website at <https://www.gvcss.bc.ca/aboutus.htm> and view our current board at <https://www.gvcss.bc.ca/board.htm>

To apply please email a resume and cover letter to eepp@gvcss.bc.ca

Elizabeth Epp, Executive Coordinator