



# Board Of Directors Candidate Guide

## **Board of Directors Candidate Guide**

The Fraser Region Aboriginal Friendship Centre Association (FRAFCA) is British Columbia's newest Friendship Center, receiving our designation on November 12, 2012. We are located on the shared, unceded traditional territory of the Fraser Salish People including the Kwantlen, Katzie, QayQayt, Semiahmoo, and Tsawwassen. We lift our hands & hearts in gratitude to our hosts appreciate the support the Nations provide in the design and delivery of the services we offer to the Indigenous people in Surrey.

Joining the Friendship center movement in 2012 was another step in an exceptionally long journey that started in 1996, with the first iteration as the Surrey Aboriginal Cultural Society (SACS); and then again transforming to Kla-How-eya Aboriginal Centre of SACS and then finally just Klahoweya. Each iteration has laid the foundation for the center we are today. Over the last 30 years' we have assisted countless urban First Nations', Metis and Inuit people to have a "home away from home; from generation to generation, we continue to support the community and promote the vision of strong, healthy, successful Indigenous people.

In becoming a Friendship Center, we joined a large network of sister agencies that collectively work to improve the lives of Indigenous people in our local community, provincially and nationally. The Friendship Center movement is Canada's most significant off-reserve Indigenous service delivery infrastructure; and collectively are the primary providers of culturally enhanced programs and services to urban Indigenous residents. For over half-a-century, Friendship Centre's have been facilitating the transition of Indigenous people from rural, remote, and reserve life to an urban environment. We are also an integral starting point for Individuals impacted by the Sixties Scoop, the Child Welfare System, Corrections, and Residential School.

As a first point of contact for Urban Indigenous people seeking services and supports in the Fraser Valley, we aspire to provide a continuum of care for people from birth to death. Understanding that our needs are diverse and evolving, we welcome feedback and guidance from our members on new programs and new roads we should take. Moreover, we work in a culturally relevant and safe way, honoring the diverse lived experiences of Indigenous people who come from nations across Turtle Island. Our approach and philosophy are to bridge the best of both Western and Traditional knowledge and provide a place of support, healing, and advocacy. Finally, where our services are lacking, we work extremely hard to ensure that our community is treated in a fair and respectful way by government, and mainstream services.

To learn more about our work and impact, please visit [www.frafca.org](http://www.frafca.org)

The Fraser Region Aboriginal Friendship Centre Association (FRAFCA) Nominating and Governance Committee of the Board of Directors is seeking four new Board Members who are enthusiastic about our mission and values to join our Volunteer Board.

Serving on the Board is an extraordinary opportunity for individuals who are enthusiastic about FRAFCA's mission and who have a history of leadership. Selected Board Members have achieved leadership stature in traditional practices, business, government, philanthropy, or the non-profit sector. Their accomplishments allow the Board to attract other well-qualified, high-performing Board Members.

**FRAFCA is actively recruiting Directors who are:**

- a. A member in good standing for a minimum of 6 months approved at a duly convened meeting of the board.
- b. Has not been an employee for at least 2 years prior to nomination or appointment;
- c. Has not been a client for at least 12 months prior to nomination or appointment.
- d. Is over eighteen (18) years of age;
- e. Is able to produce a criminal record check which shows no criminal record and no convictions in the past five (5) years for which no pardon has been granted; and no record related to working with children or vulnerable adults.
- f. Is capable of managing his or her own affairs;
- g. Is not currently in undischarged bankruptcy
- h. Not convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, in accordance with the Societies Act;
- i. Independent of management and free from any relationship that might interfere with the exercise of their independent judgement as a Director.
- j. Personally suitable; and
- k. Bring skills and experience that would be beneficial to the agency.

All Directors should be committed to FRAFCA's vision, mission and values and possess the following personal characteristics:

- integrity and accountability;
- demonstrated high ethical standards and integrity in personal and professional dealings, and who are willing to act on, and remain accountable for, Boardroom decisions;
- informed judgment;
- ability to provide wise, thoughtful counsel on a broad range of governance issues;
- mature confidence;
- preference for Board and team performance over individual performance;
- respect for others;
- high performance standards;
- well informed and committed to improving the lives of Urban Indigenous people;
- a history of achievements that reflect high standards for themselves and others;
- ability to commit the time required; and
- no real or perceived conflicts;
- Indigenous or recognized by the Indigenous community as an ally.

## **Board Powers and Duties**

FRAFCA is constituted under the *BC Societies Act*. The Board of Directors (the “Board”) of FRAFCA has a primary responsibility to foster the short and long-term success of FRAFCA and to advance the mission of FRAFCA. The Board does so by delegating responsibility for the day-to-day operations of to the Executive Director. Board members serve part time and the Board’s role is one of governance and oversight of FRAFCA.

The Board’s role is to oversee the organization and its operations within the overall policy and mandate set by the Constitution and Bylaws, Funding Contracts, and applicable Provincial and Federal Laws. The Board has a primary responsibility to guide the short and long-term success, consistent with the Board’s responsibility to its ‘members’, government and non-government funders and other stakeholders.

Finally, the board is committed to adhering to transparent and accountable processes, and to adopting practices of good governance. The purpose of this policy is to set out how these can be achieved within an Indigenous not-for-profit setting, while balancing culture and well-being with best practices in finance, human resource, and program management. The FRAFCA commits to upholding this policy and reviewing it annually to ensure its ongoing relevance to the Association and its stakeholders.

**At minimum, the board will ensure that the:**

- i. The organization complies with all applicable laws and regulations.
- ii. The organization has a written code of ethics with which its Board, staff and volunteers are familiar.
- iii. The organization has policies and procedures to ensure that conflicts of interest are disclosed and managed.
- iv. The organization will establish and implement policies to protect its documents and records.
- v. The organization has appropriate plans and insurance to protect its assets.
- vi. The organization should make information about its operations, finances, and activities available, as appropriate, to stakeholders, including the public.
- vii. The organization must have a Board or appropriate governing body to review and approve its strategic direction, budget, critical financial transactions, and important policies.
- viii. The Board meets regularly to fulfill its duties.
- ix. The Board has sufficient members to enable it to fulfill its duties.
- x. The Board has a diversity of members as appropriate to enable it to fulfill its duties.
- xi. The members of the Board should be independent.

## **Board Committees**

There are Four Standing Committees of the Board:

- Finance and Audit Committee
- Governance and Human Resource
- Culture Committee
- Governance & Nomination Committee

### **Meeting Schedule**

Currently Board meetings are held on the fourth Wednesday of every month except for July and August. The committee meeting schedule is determined each year by the respective Committee Chair based on the schedules and availability of committee members. Committee Meetings are generally held virtually but there are at least four in-person gatherings a year.

**Regular attendance at Board Meetings and other important events include:**

- Full Board meetings (eight to ten meetings per year)
- Committee meetings (four meetings per year depending on the committee)
- Annual General Meeting
- Annual Planning and Board Development Retreat
- Annual Board Governance Training
- Other events and special assignments from time to time (e.g., fundraising gala, tours etc.)

# Fraser Region Aboriginal Friendship Centre Association

## Board of Directors

### Election Kit 2026

To nominate a candidate for the board, please submit the attached forms with a letter of recommendation from your Friendship Centre/Organization to FRAFCA's Executive Assistant Sierat Kalra at [Sierat.kalra@fafca.org](mailto:Sierat.kalra@fafca.org) by **August 1, 2026**, end of day.

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## Board of Directors Position Open for Nomination 2026

	Position	Name	Term End
1.	President	Shirley Ivanauskas-Ward	2026
2.	Vice President	Blaine Wiggins	2027
3.	Treasurer	Leslie Bonshor	2027
4.	Director at Large	Cynthia Jim	2026
5.	Director at Large	Phil Hall	2026
6.	Director at Large	Irene Adams	2026
7.	Director at Large	Vacant	2027
8.	Spiritual Elder Advisor	Lloyd martin	
9.	Elder Advisor	Christy David	
10.	Youth Rep	Samantha Jack	
11.	Youth Rep	Eric Campbell	

## **Board of Directors Nomination Form**

**We are qualified under the FRAFCA Bylaws to nominate a candidate and we nominate:**

Name: \_\_\_\_\_

Organization of Candidate: \_\_\_\_\_

Position held within the Organization: \_\_\_\_\_

### **Nominated By:**

Name: \_\_\_\_\_

Position held within the Organization: \_\_\_\_\_

Friendship Centre/Organization Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_



### **Seconded By:**

Name: \_\_\_\_\_

Position held within the Organization: \_\_\_\_\_

Friendship Centre/Organization Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_

*To nominate a candidate for the board, please submit the Nomination Form, Candidate Consent Form (page 4), and a letter of support from their Friendship Centre/Organization to [sierat.kalra@frafca.org](mailto:sierat.kalra@frafca.org) by **August 1 2026**, end of day.*

## Board of Directors Candidate Consent Form

I attest and agree that I have read and am familiar with the FRAFCA bylaws.

I consent to this nomination and attest that I am qualified to be a candidate for the Board of Director position, in accordance with the FRAFCA Bylaws section 7.4.

By signing below, I acknowledge that criminal or credit checks may be required before the appointment to any position.

**Candidate:**

Name: \_\_\_\_\_

Position held within the Organization: \_\_\_\_\_

Friendship Centre/Organization Affiliation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# FRAFCA Bylaws: Section 7.4 Qualifications of Directors

## 7.4 Qualifications of Directors

A Person may not be appointed, nominated or elected to serve (or continue to serve) as a Director if he or she:

- Is less than 18 years of age;
- has been found by any court, In Canada or elsewhere to be incapable of managing his or her own affairs;
- is an undischarged bankrupt; or
- has been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, all in accordance with the *Societies Act*.

In addition to the foregoing:

- a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director unless he or she can request a criminal record check which indicated that:
  - no criminal record exists for the purpose of working with children or vulnerable adults; and
  - there are no convictions in the past five (5) years for which no pardon has been granted; and
- a Person may not be nominated or elected to serve under Part 8 unless he or she is a Member in good standing for a period of 6 months or more

Notwithstanding the foregoing, a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she is currently an employee of the Association, or was an employee of the Association at any point during the two (2) year period immediately prior to the relevant time.

To the extent possible, the Board will consist of a majority of Persons who are Indigenous.

# FRAFCA Bylaws: Section 8.1 Nomination of Directors

## 8.1 Nomination of Directors

Nominations for election as a Director must be made in accordance with the Bylaws, including this section, and such policies and procedures as are established by the Board from time to time.

All nominations are subject to the following rules:

- (a) A Member in good standing may nominate one or more other Members to stand for election.
- (b) Each nominee must be a Member in good standing and qualified in accordance with section 7.4 to be nominated and must remain in good standing and qualified in order to stand for election.
- (c) Only voting members in good standing are eligible to be considered as new board nominees and have been members for a six-month period before submitting a nomination application.
- (d) Potential board member nominees must sign confidentiality agreements and approvals in order to pass a criminal record check (FRAFCA will reimburse the cost of the Criminal Record Check).
- (e) Potential board nominees must submit an application consistent with the FRAFCA board policies which may change from time to time and at the discretion of the current board members.
- (f) No nominations 'from the floor' at the annual general meeting for new board members will be accepted.
- (g) The nomination/governance committee must receive the approved nominations form no less than 30 days prior to the annual general meeting.
- (h) The nominations committee will fully vet the nominee prior to acceptance taking into consideration the associations needs and the use of a board skills matrix to be formulated by the current board of FRAFCA.
- (i) Potential nominees must agree and sign a commitment letter to abide by the

FRAFCA constitution and bylaws.

- (j) We will consistently work towards decolonizing ourselves in maintaining and continuing to improve our traditional cultural practices.
- (k) A nomination must be made in writing, in a form established by the Association and must be signed by:
  - (i) the nominating Member; and

(ii) the nominee Member.

(l) A Member may not nominate more than one (1) nominee for each available position.

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