



## Want to be a part of the Action? Become a member of our Board of Directors?

The Pacific Family Enrichment Society is looking to expand their Board of Directors. Currently Breanna Viala, President; Tania Brzovic, Treasurer; Christine Walker, Sandy Coones, Heather Campbell, and Glenda Craven, Members at Large; and Ex Officio, Dianne Magor collectively make up our Board of Directors with positions being open for a Vice Chair and Secretary. These dedicated Volunteers become the heart and spirit of the organization by giving of themselves to enrich the lives of others.

### THE BOARD OF PACIFIC CHILD AND FAMILY ENRICHMENT SOCIETY

Meetings are every fourth Monday of the month at 6:30 pm.

#### Upcoming Board Meetings:

September 22, 2008, October 27, 2008, November 24, 2008

Everyone Welcome

#### Society looking for new Board members.

(See newsletter for 2008 Annual General Meeting announcement)

If you are interested please email Glenda at [munchkinthumb@hotmail.com](mailto:munchkinthumb@hotmail.com)

The purpose of our Board of Directors is to establish or continue the legal existence of our Society and ensure, PacificCARE meets the legal requirements for the conduct of the agency business and affairs. The Board of Directors adopts policies, which determine the purposes, governing principles, functions, activities and courses of action of the Society. Therefore, together with other Board Directors are legally and morally responsible for all activities of the Society. The board is responsible for determining agency policy, approving the annual budget and determining the goals of the society. Key responsibilities involve: Policy administration, Evaluation, Public and Community relations, Personnel (Employs Executive Director) and finance.

Board Members follow a Code of Ethics which states that they represent the interests of all people served by the society, that they do not use the Society or their service on the Board for any personal, political, religious advantage, or the individual advantage of their friends or supporters. They keep information confidential and do nothing to violate the trust of those who elected them to the Board or those they serve. They also approach Board issues with an open mind and are prepared to make the best decision for the whole Society. They focus their efforts on the Mission of the Society and not on their personal goals. They never exercise authority as a Board Member except when acting in a meeting with the full board or as delegated by the Board; and finally they have read the Board Manual and use it as a reference during their term of office.

The ten basic responsibilities of a Non Profit Board include:

- Determine the Society's Mission and Purposes,
- Select an Executive Director
- Support the Executive Director and review her performance,
- Ensure effective planning,
- Ensure adequate resources,
- Manage resources effectively,
- Determine and monitor the Society's Programs and Services,
- Enhance the Society's public image, Serve as a Court of Appeal and assess its' own performance through continuous quality improvement
- Board policy determines what the organization will do.

The Executive Director implements policy and determines what individual employees will do for the organization in carrying out board policy.

*Our Vision*  
*Pacific Child and Family Enrichment Society*  
*Inspires diverse, intergenerational relationships*  
*By Engaging communities and creating valued services*  
*To enrich the lives of individuals of all cultures.*

*“Empowering communities to thrive Through education, support and collaborative relationships.”*

Detailed Job Descriptions of the Board Member’s responsibilities are available in the Board Member’s Manual. I am a

happy to share information about how our Board of Directors supports us and what their individual responsibilities are.

Having more Directors as part of our team will give us the opportunity to fill some vacancies and hopefully create some strong committees.

Our current committees consist of:

Personnel Committee which consists of a Treasurer and two Members at Large. The Personnel Committee establishes and maintains personnel policies including compensation and benefits for the Executive Director.

Finance Committee which consists of our Accountant, Board Treasurer and Executive Director.

The Performance Quality and Improvement Committee (Action Committee) which consists of the two board members, Executive Director, Program Coordinator, Administrative Coordinator, Early Childhood Development Coordinator and one child care consultant who contributes to accreditation standards and Performance Quality Improvement (PQI). The Committee’s role is to establish short and long term goals, monitor progress, etc.

As our numbers increase, we may create a Membership Committee to establish and maintain policies affecting public image of the organization and its programs and monitors community reactions.

The Board of Directors meets monthly to hear about the progress of the various goals and objectives of our Society, to hear reports from the Executive Director, Finance Officer, Coordinator of Programs and the Administrative Coordinator; it is also a time to make policy decisions, provide guidance and support to the Executive Director, to communicate, plan and to ensure that we are meeting the legal requirements for board meetings in compliance with the Society’s Act.

Dianne Magor, Executive Director M.Ed; R.R.P.  
Pacific Child & Family Enrichment Society dba PacificCARE