



COMMUNITY LIVING
BRITISH COLUMBIA

COMMUNITY LIVING BC BOARD POSTING – QUESTIONS & ANSWERS

March 2014

Can people being served by CLBC apply to be on the CLBC Board?

Yes.

What is Community Living BC'S mandate?

Community Living British Columbia (CLBC) is a crown corporation that was created on July 1, 2005.

CLBC is the government organization in charge of delivering support services to adults with developmental disabilities, autism and fetal alcohol syndrome so they can live their lives in community.

Over 16,000 adults are eligible for CLBC services. CLBC helps individuals and their families plan and organize supports to live good lives in welcoming communities.

The number of people asking for services is growing at approximately 5% per year. An important role of CLBC is to find ways to assist as many people as possible.

CLBC has a workforce of over 500 employees. CLBC's budget for 2014-15 is approximately \$827 million.

Services and supports are provided through over 3000 non profit service providers, private organizations and individual contractors.

There are 39 communities that have CLBC offices. 13 Community Councils made up of individuals, families, service providers and community partners work with CLBC to build inclusive communities. A Provincial Advisory Committee made up of adults with developmental disabilities and family members makes recommendations to the Board to improve the quality of life of people served by CLBC.

For further information about CLBC, visit the website at www.communitylivingbc.ca.

What is CLBC's vision?

CLBC has a vision of full citizenship in which people with development disabilities lead good lives, enjoy rich relationships with family and friends, have financial security, are able to make choices in how they live their lives, have meaningful employment opportunities and are accepted and valued as citizens. The vision is best described as people leading Good Lives in Welcoming Communities.

The Board and CLBC Management work closely together to come up with long and short-term plans that are in line with CLBC's vision and values.

How is CLBC governed?

The work of Community Living British Columbia Authority is governed by a Board of Directors that is made up of eleven (11) members.

The Board oversees the work of CLBC by playing a key role in setting goals, managing risks, communicating with government, engaging with individuals and their families, and building an organization with strong values.

There are three Committees that help with the overall role of the Board; Finance & Audit, Governance & Human Resources, and Quality & Service.

Board members are expected to serve on at least one Committee and are matched with the Committee that best fits their experience and knowledge.

List of Current Directors:

Name	Position	Location	Appointed	Expiry/Terminate*
Denise E. Turner	Chair	West Vancouver	1 Mar 2010 Re-3 Jul 2012	1 Jul 2015
Mark Duncan	Director	North Vancouver	1 Jul 2010 Re-3 Jul 2012	1 Jul 2015
Norah C. Flaherty	Director	Vancouver	1 Jul 2010 Re-3 Jul 2012	1 Jul 2015
Darryl J. Harand	Director	Kelowna	1 Jul 2008 Re-4 Jul 2011	1 Jul 2014
Elizabeth C. Hunt	Director	Williams Lake	24 Feb 2011 Re-16 Jul 2013	16 Jul 2016
Roberta Kjelson	Director	Heffley Creek	22 Nov 2010 Re-16 Jul 2013	16 Jul 2016
Ernest H. Malone	Director	Vancouver	1 Mar 2010 Re-3 Jul 2012	1 Jul 2015
John McCulloch	Director	Vancouver	3 Jul 2012	1 Jul 2015
Arn van Iersel	Director	Saanichton	1 Jul 2010 Re-3 Jul 2012	1 Jul 2015
Eileen B. Stewart	Director	Vancouver	24 Oct 2013	24 Oct 2016
Diane E. Friedman	Director	Vancouver	24 Oct 2013	24 Oct 2016

What is the job of CLBC's Board of Directors?

The Board of Directors works to make sure CLBC is in line with Government Policy and that the services being provided are creating quality lives for adults with developmental disabilities. The Board does not perform a public advocacy role.

The Board oversees CLBC by supervising management through the Chief Executive Officer, who is responsible for staff activities, and maintains the standards set by the Board for how CLBC does its work.

Board Responsibilities include:

Managing Board Affairs: Make sure the board is working properly and that there is a process for renewal of the board. This includes: monitor and improve quality of board, ensure appropriate board committees; ensure appropriate board orientation and ongoing professional development; communicate roles and responsibilities for board members, committees, chair, individual directors; define board process and guidelines, evaluate board, committee, director and chair; and identify potential director candidates.

Organization's Mandate: Fully understand CLBC's job and mandate as set out by government in the governing legislation and regulations and the Government's Letter of Expectations, and review and make recommendations to government regarding the mandate of CLBC as requested.

Strategy and Plans: Participate in setting the goals of CLBC through the review and approval of the organization's strategic plan and 3 year service plan as set by government.

Human Resources: Subject to government legislation and guidelines, select, appoint, compensate and evaluate the Chief Executive Officer; oversee management succession and development.

Financial and Corporate Issues: Review financial, accounting and control systems; ensure proper risk management systems, ensure code of ethical conduct and conflict of interest guidelines are in place.

Monitor and Report: Make sure CLBC's organizational performance is in line with the strategic plan and service plan; account to government and stakeholders through appropriate reporting.

Communications: Oversee CLBC communications policy.

Board Accountabilities include:

Community Living BC is a Crown Corporation under the Provincial Government's Crown Agency Resource Office. A Crown Corporation is created by legislation and operates outside of a government ministry. Crowns:

- are accountable to the government through a Responsible Minister; and,
- have assigned/delegated authority and responsibility from government, or otherwise have statutory authority and responsibility to perform specified functions or services.

You can find more details about Crown Corporations, the statutes and regulations by which they are governed from the 'Summary of the Government of British Columbia's Crown Agency Accountability System' on the Crown Agencies Resource Office website at <http://www.gov.bc.ca/caro/>

CLBC's designation as a 'Service Delivery Corporation' within Government requires that strict reporting and financial regulations must be followed. This includes the development of a Service Plan and delivery of a Shareholder's Letter of Expectation.

CLBC reports to the Minister of Social Development and Social Innovation and operates within the budget approved by Treasury Board.

What qualifications do I need to be a CLBC Board Director?

There are skills and qualities that all Board Directors must have. These include:

- being honest and trustworthy in professional and personal relationships;
- understanding the Board's responsibility to the public;
- speaking up about difficult issues in a respectful way.
- asking questions that encourage important conversations
- being flexible and willing to consider change;
- good listening skills;
- being open-minded
- ability to work as a team member;
- understanding situations of potential direct or indirect conflict of interest;
- ability to think carefully and critically about important issues;
- ability and willingness to commit to the time required to carry out Board responsibilities; and,
- commitment to quality services for people with developmental disabilities.

Each Board Director brings specific knowledge that contributes to the skillset of the whole Board. This means some Directors will have qualifications that others do not. Together, the Board should have the following expertise:

- strategic management and organizational change
- operations
- internal control and accounting
- technology
- communications
- public sector administration
- human resources

- labour relations
- risk management
- financial expertise;
- legal expertise;
- knowledge of government and the public sector environment;
- knowledge of current and emerging issues that are important to the developmental disability field;
- knowledge of the community living and self advocacy movement; and
- knowledge of the different communities across British Columbia served by the CLBC.

The individuals who make up the Board of Directors should, together, have the necessary personal attributes and abilities to:

- add value and provide support for CLBC management in creating organizational goals, reviewing risks and opportunities;
- effectively keep watch and monitor how CLBC management does its job; and,
- account for the performance of Community Living British Columbia.

Governance Experience:

Previous experience as a board director is preferred but not required. It is important, however, that candidates understand the roles and responsibilities of a director of a governing board and have the experience and skills to contribute to board decision-making and oversight.

All new Board Members receive guidance and a full orientation to their role and responsibilities. Board Members also have opportunities for ongoing training and professional development.

What is the time commitment required to be a Board member?

The Board meets regularly every two months for two full days of between 8 and 10 hours each day. Preparation time for meetings takes 4-6 hours a month. There are also other planning meetings and events that require additional time commitments. Board Members must keep an excellent attendance record at all scheduled meetings, be prepared to attend occasional special meetings, and be prepared for all meetings.

Pursuant to the Community Living Authority Act:

- 6 (1) An appointment under section 5 (1) may be
- (a) made for a term not exceeding 3 years, and
 - (b) renewed for an additional term not exceeding 3 years.

In order to achieve staggered appointments, terms may be for other than three years.

Will I be compensated for my participation on the CLBC Board?

The CLBC Board of Directors is paid a yearly amount based on the following positions:

- Chair - \$15,000
- Director - \$7,500

Board Members are also paid for the meetings they attend. The amount paid to each Director is based on the guidelines set by the Province of British Columbia, Treasury Board Directive 1/04.

How do I apply for the position?

The Board Resourcing and Development Office is accepting Expressions of Interest for the open Community Living British Columbia Board of Director position. You may submit an online Expression of Interest by clicking on the “Apply Online Now” button at the bottom of this page.

Your Expression of Interest should include why you are interested in the position, and all of the skills, experience and knowledge you have that fit the qualifications for the position.

The Board Resourcing and Development Office will only be contacting those applicants who have been selected for an interview.

Appointments to British Columbia’s public sector organizations are governed by written appointment guidelines. For more information about the appointment process, and to view a copy of the guidelines, refer to the Board Resourcing and Development Office website www.fin.gov.bc.ca/bdro and link to the page “The Appointment Process”.