



North Cariboo Christian School

**Procedures: 201 – Board Members**

Category: Board Specific  
Date Approved: September 2010  
Adopted:  
Revisions:  
Reviewed:

1. Board members are selected on the basis of a majority of votes cast by secret ballot or may be by show of hands in an election by voting members.
2. Board members will serve a three-year term, and may be re-elected to a maximum of one more term.
3. Nomination for Board membership may be made by any member of the Quesnel Interdenominational Christian School Society.
4. Nominees for Board of Directors, including former or current Board members, will be screened by the Board Development Committee and approved by the existing board before being placed on the ballot.
5. Nominees must exhibit godly characteristics, and must be prepared to give the time and leadership required of all Board members (as outlined in the Board Member Criteria Policy).
6. Board members are expected to attend all Board meetings. If, due to circumstances beyond his/her control, a member is unable to attend a meeting, he/she will inform the chairperson prior to the meeting as to the reason. Failure to attend three meetings in a row, or failure to attend at least two-thirds of the meetings in one year may be grounds for removal.
7. A Board member can be removed from his/her position by a two-thirds majority vote of all other Board members.
8. Board members are encouraged to accept responsibility for one or two committees and fulfill their duties faithfully.
9. The Chairperson will inquire of Board members as to whether or not they have fulfilled their respective duties in between Board meetings. If necessary, the Chairperson may assign a task to another Board member to ensure its completion on time.
10. The Chairperson will meet with the Principal to set the agenda for the Board meeting. Items for the agenda must be sent to the Chairperson one (1) week prior to the Board meeting. The agenda will be sent out two days prior to the meeting. No additions to the agenda will be accepted at the meeting unless it receives unanimous approval.
11. If an emergency situation arises requiring a Board decision, and there is insufficient time to call a special meeting of the Board, a chairperson, in conjunction with the Principal and at least one other Board member, may make the decision, inform all other Board members, and have the decision ratified by resolution at the next Board meeting.
12. The Treasurer, along with the Finance Committee, is responsible to oversee the financial status of the school and inform the Board on a monthly basis. He/she is to oversee book-keeping, accounting, banking and insurance arrangements and charges where appropriate.

13. The Secretary is responsible to record thorough minutes of regular and special meetings of the Board, giving particular care to motions passed and responsibilities delegated. Minutes are to be typed and distributed to Board members within one week of a Board meeting if possible.



QUESNEL INTERDENOMINATIONAL CHRISTIAN SCHOOL SOCIETY  
BOARD NOMINATION FORM

We,

- 1) \_\_\_\_\_ name \_\_\_\_\_ signature
- 2) \_\_\_\_\_ name \_\_\_\_\_ signature
- 3) \_\_\_\_\_ name \_\_\_\_\_ signature

**nominate** \_\_\_\_\_  
nominee's name

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The following information is to be completed by the nominee. Please also attach a letter of reference from your church pastor.

1. General information (occupation, church affiliation, family)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Reasons/motivations for wanting to serve on the Board:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ways I feel I can contribute/strengths/areas of interest (i.e. promotional skills, knowledge of non-profit organizations, financial experience...)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you served on other boards, or with other non-profit organizations? Please give details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are you willing to commit to attending 10—12 meetings a year, and possibly additional committee meetings?

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5. Are there any skills/special interests you would be willing to share with students or staff, or areas you would like to help with in the school (i.e. first aid, crafts, sports, computers, specialized knowledge)?

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Additional comments

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Signature

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Date