

Addendum

Board Orientation Guide: New Director Recruitment Package

Community Futures Development Corporation of Greater Trail
September 2010



**NEW DIRECTOR
RECRUITMENT
INFORMATION
PACKAGE**

Updated September 2010

New Director Recruitment Package

Thank you for your interest in the Community Futures Development Corporation of Greater Trail. This is an informational package designed to assist Board and staff in familiarizing themselves with CDFC in Greater Trail's policies, mandates and vision.

Applications for membership should be returned to:

Community Futures Development Corporation of Greater Trail
825 Spokane Street
Trail, BC V1R 3W4

Attention: Board of Directors

If you have any questions or are interested in learning more about the organization, please contact the Manager, Craig Adams at 250.364.2595, Ext. 22.

Office hours are Monday – Friday, 8:30 am to 4:30 pm. The office is closed on statutory holidays.

FORWARD

Community Futures Development Corporation of Greater Trail (CFDC of Greater Trail) is a "Not-for-Profit" corporation directed by a group of citizens concerned about the economy and the development of their community. These people, and staff employed by CFDC of Greater Trail, have a great deal of experience and expertise between them. They represent the commitment that only comes from caring about our community.

We are not unique or alone in this. There are many such groups in the region: churches, youth organizations, recreational associations, and civic committees of every kind. The list is long and honorable. However, CFDC of Greater Trail has placed itself in an area where others don't usually go – the economy. The members of CFDC of Greater Trail believe developing a healthy economic future for our communities requires community involvement. We think that the more people who are involved in Community Economic Development, the healthier our economy will be.

CFDC of Greater Trail has identified a need to provide training, education and practical assistance as a means of developing an entrepreneurial climate for the residents of Greater Trail. With this goal in mind, developing an infrastructure of support, positive atmosphere, and technical assistance for the people of Greater Trail will further enhance the strategic issues facing the area.

Critical to success is the need for CFDC of Greater Trail and its Board, committees, and staff, to be part of an organization whose members are interested in and committed to addressing the issues facing the area.

The Corporation must act in cooperation with other key organizations, creating a direction by consensus rather than confrontation. Having a Board of Directors and committees whose members enjoy themselves while working with issues will support a more creative and constructive solution to our challenges.

CFDC of Greater Trail is mandated to act as a catalyst in supporting the process of community economic development. We continue to develop a reputation in support of diversification, skill development, training, and education. Most of all, we want to help create an entrepreneurial culture.

Designation area of Our Corporation

The area served by CFDC of Greater Trail encompasses the following communities:

- Trail
- Montrose
- Fruitvale
- Rossland
- Regional District of Kootenay Boundary Areas 'A' & 'B'
- Warfield

Funding

- All Community Futures Development Corporations (CFDCs) are encouraged to become self-sustaining organizations.
- The Community Futures program is partially funded by Western Economic Diversification. CFDCs also contract with other Government agencies (Service Canada, the Province of British Columbia, and local governments) and the private sector to provide specific services.
- Interest income from business loans and investments, plus fees for services also contributes to our financial growth and stability.

Our program was developed in the recognition that local economic development solutions need to be developed at the community level. In order to insure this 'bottom up' planning approach, members from our communities serve as volunteers to work on committees, or the Board of Directors, to represent the interests of the area. Staff resources are provided to assist and support committee and/or Board requirements, in addition to assigned program delivery duties. The Corporation is able to negotiate its role and function with various funding agencies to deliver Community Futures programming under local direction and control.

Local mandate

The mandate of the Corporation is to support the development of a sustainable and diversified economy in Greater Trail by:

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- Development of economic sectors where increasing employment opportunities exist;
 - Diversification of business and community support in the local communities;
 - Development of value-added support for resource based industries;
 - Providing information resources, support, and training for small business;
 - Supporting small business financing
 - Arranging income support for Employment Insurance recipients starting a small business; and
 - Encouraging entrepreneurial development.

MISSION STATEMENT

“To encourage and assist Entrepreneurs to build successful enterprises that enhances economic prosperity, social well-being and environmental integrity.”

Director

Subject to the Bylaws of Incorporation, directors are elected for a two-year term. However, elections are staggered so there is an election every year and appointments are voted on by current directors at an annual general meeting. No less than 45% (forty-five) of the Board shall be up for election any calendar year. (At the time of this revision there are 11 (eleven) directors on the Board.) The director’s term of office shall be from the date of the meeting at which they were elected until the annual general meeting two years following.

Directors are responsible for the affairs of the corporation. Directors are entitled to vote on corporate issues at the board level and on sub-committees, for which they are regular participants.

Responsibilities include:

- Attend Meetings of the Board (11 per year);
- Be prepared for all meetings and participate productively in discussion;
- Inform and advise the Board of appropriate Corporation directions and needs.

Board Meetings

We have regularly scheduled Board meetings, generally held on the 3rd Tuesday of each month, from 4:00 p.m. to 6:00 p.m. Prior to the meeting, each board member receives a board package including the agenda, minutes from last meeting, correspondence, and reports to review before the meeting.

Committee Member

Subject to the policy and procedures of the committee, members are appointed to committees. Committee members are entitled to vote at committee meetings. Committee members are not required to attend Board meetings, but are encouraged to attend training and strategic planning sessions. Committees shall not be used to transact Board business but to act as a resource to the Board and or CFDC staff, unless specifically empowered otherwise. Committee Membership will be for one year with the option to be re-appointed on an annual basis. Committee members will be appointed at the Corporations AGM or more often as required.

Committee Member Responsibilities:

- Attend meetings of the Committee as outlined in the policy;
- Be prepared for all meetings and participate productively in discussion;
- Inform and advise the committee of appropriate directions and needs of the program.

Active Committees include:

- Self Employment Benefit Committee;
- Finance Committee;
- Community Economic Development Committee;
- Business Incubator Committee;
- Human Resource Committee.

Applicants for committee membership are reminded that participation in CFDC of Greater Trail activities is on a voluntary basis without remuneration or honorariums. However, CFDC of Greater Trail does reimburse for pre-authorized travel expenses incurred for CFDC business according to our Travel Expense Policy. Every member is reimbursed on a per diem rate for travel, meals, and accommodation; rates are set by the Treasury Board and are updated on an as needed basis. Claim forms can be picked up at the CFDC office. Members are covered by Liability Insurance and Travel Insurance carried by CFDC of Greater Trail. If daycare is necessary for attendance at meetings, this shall be covered with proof/receipt of the expense.

Confidentiality and Conflict of Interest

Volunteers are expected to sign a 'Code of Conduct & Privacy Agreement' which covers confidentiality and conflict of interest issues related to business lending, counseling, Self Employment Benefit Program, and other corporate activities.

New Board and Committee Member Recruiting Procedure

- A. An information package and brochure is provided to an interested individual by committee members, Board of Directors, and/or staff persons.
 - B. Application is completed and returned to the Manager for review by the Board of Directors.
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C. Board of Directors reviews application and agrees to either:

- Give ‘provisional approval’ to an applicant. ‘Provisional approval’ means that the Board has approved their application provisional on the applicant’s decision to join the organization after having had an opportunity to learn more about its purpose and programs;
- Reject the application;
- ‘File’ the application for review at a later date;
- Request additional information from the applicant.

D. An ‘official’ response will be sent to applicant. Where the applicant has received ‘provisional approval’, the prospective member will be invited to attend committee meetings and a board meeting to learn more about the corporation. The Manager will provide an overview of the programs and respond to questions.

E. Applicant confirms interest to join the Corporation as a ‘Director and/or Committee Member.’ Applicants for ‘Active Membership’ are requested to indicate an area of interest to serve on a committee.

F. Each new member is invited to attend a Board Meeting and/or orientation session with Chair and Manager.

G. The individual is appointed to serve on the committee of interest.

All members are invited to attend the ‘Annual General Meeting’.

As a “Not-for-Profit” corporation, we actively seek volunteers who will represent the broad community interest in delivery of our mandate and services. Interested individuals are encouraged to apply and become a **Board or Committee Member** and be available to serve on a committee(s) and/or the Board of Directors.

What is Community Futures Development Corporation ?

Community Futures provides small business loans, counseling services, and on-going support for new business start-ups and business expansions.

Business Training and Counseling

One-on-one counseling, group sessions, video conferences, computer and library resources are available to assist individuals in a variety of areas including:

- general business information;
 - starting a new venture or buying an existing business;
 - business planning;
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- advertising and marketing;
 - financing for small business;
 - home-based business;
 - management;
 - statistics and market research;
 - cash flow and sales projections.

Loans

Community Futures provides small business loans up to \$500,000.00 internally and has facilitated loan syndications in excess of \$2.5 Million. Loans are available for new business start-ups, business expansions, or to stabilize an existing business. Applicants are encouraged to apply at traditional institutions, but it is not a requirement to be declined to meet the CFDC's criteria for financing. Loan applications are evaluated on the following criteria, as reflected in a business plan:

- Project viability;
- Management abilities;
- Provision of adequate security;
- A reasonable personal financial investment;
- Economic/social benefit to Greater Trail;
- Potential for job creation or job maintenance.

We also partner with other lending organizations including the Nelson & District Credit Union, Kootenay Savings Credit Union, Chartered Banks, Women's Enterprise Network of B.C., The Southern Interior Development Trust Initiative, other Community Futures offices, and private lenders to provide the best options for clients.

There are five portfolio funds that are available for lending. They are:

- Repayable Investments (Repayable to WED);
- Regular Investments (non-repayable to WED);
- Entrepreneurs with Disabilities Fund;
- CFDC Special Investment Funds;
- Community Business Loan Fund.

WED Loan Fund (Non-repayable and Repayable)

These funds were provided by Western Economic Diversification Canada, a portion of these funds are repayable upon demand to the Government of Canada (Repayable Fund), while a certain amount of funds were a direct contribution to the organization (non-repayable). We offer loans for business startup, expansion, and acquisition. The Finance Committee, which is comprised of community volunteers, is involved with the loan review process. This ensures community input to loan approvals. This committee meets on an as needed basis, typically 12-15 times a year. Meetings are held in the CFDC boardroom or attendance may be via teleconference. We also assist with topping up bank financing, and/or technical assistance for clients to develop their

applications for their local financial institution. All interest generated from the loan funds is reinvested back into the respective fund.

Entrepreneurs with Disabilities Fund

This program is available to clients living in a rural community and who have a disability that impairs their ability to perform at least one of the basic activities of self-employment or entrepreneurship. This program includes money available for loans not normally to exceed \$150,000.00, one-on-one entrepreneurial business counseling, training, help to identify needs for specialized equipment and the assistance needed to acquire it, and access to capital. All interest generated from the loan funds is reinvested back into the respective fund.

Community Business Loan Fund

This program is available to clients living in a rural community and is in support of one or more of the following: a) the forest sector; b) aquaculture; c) manufacturing; d) tourism; e) another prescribed sector of the economy, such as developing or using clean or renewable energy; developing or using technology in an innovative manner; beginning or expanding the export of goods from British Columbia; and the creation of sustainable jobs in British Columbia. Loans must meet CFDC's general lending policy. All interest generated from the loan funds is reinvested back into the respective fund.

Special Fund

The Special Fund is a fund derived solely of internal revenue generated from operations over the past 20 years. Excess funds not required for operations derived from rental income in our Business Incubator, excess Fee for Service revenue, and Loan Administration fees have all been directed into this account. In addition, all interest generated from the loan funds is reinvested back into the respective fund.

Community Economic Development

A core strength of Community Futures Development Corporations across Western Canada is community economic development (CED). Traditionally, economic development focuses on attracting new industries and investment into a community. In contrast, CED practitioners focus on the existing community and its residents, help to work out solutions, and stimulate the economy from within. It is felt that the community has to take ownership of the issues and causes for progress to occur. For this reason, CED can be sustained as long as the community works together.

Self Employment Benefit (SEB)

The Self-Employment Benefit is an initiative of the Provincial Ministry of Social Development, Employment and Labour, Market Division and Service Canada and administered locally by CFDC. The objective of the SE Benefit is to encourage labour market self-sufficiency through self-employment. This is accomplished by helping unemployed people to start their own business. The SE Benefit enables a person starting a business to receive income support during the early months of business planning and operation. Benefits also include access to training, assistance in preparing a business plan, marketing, and managing business operations. Community Futures assists with this process. Applicants are reviewed by a committee of volunteer community representatives to ensure local input to all approval decisions.

To qualify for the SE Benefit, applicants must meet the following conditions:

- Be a qualified Employment Insurance claimant;
- Be legally entitled to work in Canada;
- Provide an acceptable business plan showing potential for viable self-employment;
- Make a personal investment in the business and operations of the new enterprise;
- Start a new business or take over an existing business and agree to work full-time on their business venture.

Business Incubator

The South Kootenay Business Centre is a business incubator and accelerator that helps new and emerging firms survive the vulnerable and costly start-up stages of their development.

Business Library

Community Futures Development Corporation of Greater Trail offers all area residents access to a resource library filled with a wide range of information to help in business ventures and personal goals. There is a lending policy in place so an individual can take the materials home to review. Development tools available include the business library, computer and Internet access. These resources are free to the general public. We also work closely with community agencies and often provide technical expertise and support where requested.

Video Conferencing, Computer Lab

The training lab is equipped with (12) Pentium 1.8 GHz Dual Core computers and (1) 1.6 GHz Core 2 Duo laptop purchased early in 2008. The lab also contains an electronic whiteboard as well as the Office's video conferencing equipment. There is also a laptop and an LCD projector available to small businesses to assist with their presentation needs. Since the addition of the video conferencing equipment, a minimum of three courses a month are offered through the Small Business BC partnership.

VOLUNTEER INFORMATION SHEET

Name _____ Date _____

Address _____

Phone # Home (250) _____ Business (250) _____

Fax (250) _____ E-Mail _____

Requested Membership:

Director _____

Committee(s) Finance: _____ SE: _____ CED: _____ Incubator: _____

What areas of CFDC of Greater Trail work are you interested in?

Business Loans _____

Evaluate and approve small business loan applications

Self Employment Benefit _____

Evaluate and approve Self Employment Benefit applications

Community Economic Development _____

Special Projects: any CFDC activity that falls outside of the Business Loans and Self Employment Benefit Program

Incubator Committee _____

Evaluate and approve tenancy in SKBC and provide strategic direction on the program.

Do you have any Community or Organizational experience that would support your work with the CFDC of Greater Trail?

Name of Organization: (s) _____

Date (s) of Involvement: _____

Purpose of Organization(s)
as it relates to CFDC mandate: _____

Position(s) held: _____

What employment and/or self-employment experience have you had that would support your work with CFDC of Greater Trail?

Name of Organization: (s) _____

Date (s) of Involvement: _____

Purpose of Organization(s)

as it relates to CFDC mandate: _____

Position(s) held: _____

What goal or project do you hope to accomplish as a member of CFDC of Greater Trail?

Please provide two references that could reflect on your previous community involvement endeavors.

Name _____

Name _____

Address _____

Address _____

Phone # _____

Phone # _____

Organization _____

Organization _____

CODE OF CONDUCT AND PRIVACY AGREEMENT

I, _____, _____
Printed Name Title

of Community Futures Development Corporation of Greater Trail, hereby:

1. Agree to keep in strict confidence any information related to applicants/clients, personal information of applicants' business proposals, or related information provided to Community Futures Development Corporation of Greater Trail;
2. Agree to keep in strict confidence information related to the affairs of the Corporation;
3. Agree to disclose in writing to the Chairperson of Community Futures Development Corporation of Greater Trail, the nature, character, and extent of any conflict that would relate directly or indirectly to my duties as an Advisor to the Corporation;
4. Agree that I have read and understand the Business Corporations Act, Part 5 – Management, Division 3, Sections 147-153, Conflict of Interest; and
5. Agree to follow the Policy Guidelines and By-laws of the Community Futures Development Corporation of Greater Trail and to service the Board in the best public interest.

SIGNED THIS _____ DAY OF _____, 20__.

SIGNATURE: _____

WITNESS: _____

CONSENT TO ACT AS A DIRECTOR

**FOR: COMMUNITY FUTURES DEVELOPMENT CORPORATION
OF GREATER TRAIL (“the CORPORATION”)**

I, the undersigned, hereby consent to act as a Director of the Community Futures Development Corporation of Greater Trail (“the Corporation”). This consent shall continue in effect from year to year so long as I am re-elected to the Board by the Members; but in the event of my resignation from the Board, this consent shall cease to have effect from the effective date of such revocation or resignation.

I hereby certify that I am not disqualified under the Articles of By-law #1 of the Corporation Act to act as a Director.

DATED this _____ day of _____, 20__.

SIGNATURE OF NEW DIRECTOR

NAME OF NEW DIRECTOR (PRINT)

RESIDENTIAL ADDRESS:

CITIZENSHIP:


MEMBER / DIRECTOR PROFILE


Name: _____ Date: _____

- | | | | |
|-----------|--------------------------|--------------------------|-------------------------------------|
| Position: | <input type="checkbox"/> | <input type="checkbox"/> | CFDC Director |
| (Circle) | <input type="checkbox"/> | <input type="checkbox"/> | Finance Program Committee Member |
| | <input type="checkbox"/> | <input type="checkbox"/> | SE Benefit Committee Member |
| | <input type="checkbox"/> | <input type="checkbox"/> | CED Committee Member |
| | <input type="checkbox"/> | <input type="checkbox"/> | Business Incubator Committee Member |

Occupation: _____


Home Address:


 Residence: _____
Street City/Town Postal Code

 Mailing: _____
Street/PO Box City/Town Postal Code

 Home Phone Number: _____

Business Address:

 Office: _____
Street City/Town Postal Code

 Mailing: _____
Street/PO Box City/Town Postal Code

 Bus. Phone Number: _____

Fax Number: _____

Special Fax Instructions: _____

Courier Instructions: _____

- | | | | |
|----------------------------|--------------------------|--------------------------|-------------------|
| Prefer to be contacted at: | <input type="checkbox"/> | <input type="checkbox"/> | Home Hours: _____ |
| | <input type="checkbox"/> | <input type="checkbox"/> | Work Hours: _____ |

Skills: _____

Interests: _____

FOR MANagements RECORDS ONLY- PLEASE DO NOT FILL THIS SECTION

Confidentiality Declaration Signed? Date: _____

Reviewed CFDC Pol. & Proc. Manual Date: _____

Membership Application Received? Date: _____

Accepted as Director / Committee Member

CFDC Date: _____

FINANCE Date: _____

CED Date: _____

SE Date: _____

INCUBATOR Date: _____

Manager

Signature: _____ DATE: _____

Chairperson Signature _____ :
