



**Volunteer Opportunity:  
Board of Directors- Treasurer and Member at Large**

Position start date: As soon as possible

Application deadline: Oct.31st 2020, or until filled

Wage: Volunteer (unwaged)

Hours: Casual part-time, estimated time commitment of 7 hours per month.

**LifeCycles Overview:**

At LifeCycles, we believe that food is at the heart of thriving, diverse communities and a healthy planet. Our work creates learning experiences that transform and strengthen our connections with each other and the natural world. We strive to improve both food literacy and food security in the Greater Victoria area, while fostering biodiversity and enhancing our urban environments. LifeCycles runs six distinct programs that reach different demographics and meet diverse needs within our communities. These projects include:

- the Growing Schools program, which delivers food and agriculture-related educational programming for public school students,
- the Welland Community Orchard, which is a unique urban agriculture site for demonstrating and teaching organic tree fruit production,
- and the Fruit Tree Project, which engages teams of volunteers in gleaning and processing fruit from urban trees every year.

For more details on all of the projects that LifeCycles runs, please visit our website:

<https://lifecyclesproject.ca/>

**Board of Directors Overview:**

As a registered non-profit society, LifeCycles' operations are overseen by a volunteer Board of Directors, which comprises up to 7 members. The role of the Board is to ensure that the organization is upholding its mission, and is accountable to the needs and interests of the community it serves. The Board plays a crucial role within LifeCycles as an organization; contributing unique ideas and vision, supporting staff, taking on special projects or organizing events, and helping shape the future of LifeCycles.

The time commitment required of Board members is estimated to be 7 hours per month. Board members are expected to serve for at least one year. We are currently seeking Board members for the Treasurer position (specific requirements below) and the Member at Large position (no additional requirements).

### **Monthly Responsibilities** (all Board members)

- Attending monthly board meetings on Monday evenings. Meetings are typically 1.5 hours in length, and are currently being held online via Zoom.
- Preparing for monthly board meetings by reading program reports, financial reports, and reviewing previous board meeting minutes.
- Supporting board/organizational activities by taking on tasks such as event planning and being a part of special committee work, as required.
- Attending to email communications on an interim basis between meetings, as required.

### **Annual Responsibilities** (all Board members)

- Elect a three-person executive consisting of a Board Chair, Secretary and Treasurer.
- Determine an annual work plan for the board.
- Serve on a program advisory committee (each board member will sit on a minimum of one board committee, committing to approximately five meetings per year and attending to interim communication as required).
- Participate in up to two strategic planning meetings with LifeCycles staff.
- Appoint a Human Resources committee for an annual review of staff and board performance.
- Review and revise the constitution, bylaws, and standing policy and procedures of the organization as necessary.
- Attend the Annual General Meeting.
- Review and ultimately adopt quarterly financial reports and annual financial statements.

### **Treasurer Responsibilities**

- Budget oversight with bookkeeper and Director
- Signing authority for payments and requisitions
- Financial reports oversight with bookkeeper and Director, including identifying policy and procedure gaps and supporting their development
- With the ED, act as a financial liaison between the Board and staff (*e.g.* translating financial jargon into lay terms)
- Annual Financial Statements oversight and presentation at AGM

### **Relevant Experience:**

Examples of relevant experience and desirable attributes for a position on the LifeCycles Board of Directors includes, but is not limited to:

- Knowledge of and interest in topics related to sustainable food systems, including food security, agriculture, Indigenous food sovereignty, decolonization, youth food literacy, and how food-related issues intersect with race, class, gender, ability, and other aspects of social identity.
- Experience working or volunteering in the non-profit sector, or previous Board membership experience.
- An understanding of food and environment-related issues in the Greater Victoria area.

- Experience in policy development, human resources, and administration.
- Skills related to financial management and budgeting. (Treasurer)
- Clear written and verbal communication.
- Event planning, public speaking, and group facilitation.
- Ability to make decisions cooperatively, using a consensus-based model.
- Strong leadership skills and ambitious vision for the future of LifeCycles.

LifeCycles welcomes and supports applications from people of all backgrounds, identities, and abilities. We particularly encourage applications from people of under-represented communities, including (but not limited to) BIPOC, LGBTQ2+, youth, and folks with diverse abilities. We strongly value the perspectives, voices, and experiences of everyone in our community, and hope to include these voices in all of the work that we do.

*At LifeCycles, we live and work on unceded Coast Salish Territories, specifically of the Lekwungen and W\_SÁNEC peoples. Many of our practices, including: our organizational structure, the seeds we plant, the trees we harvest, the ways we educate, and our methods of growing food, came to these lands through the ongoing process of dispossession and colonialism. We seek to hold this understanding in our interactions and engagements with this land and its people.*

**To apply:** Please send a statement of interest to Rhianna Nagel, the LifeCycles Board Chair: rhiannanagel@gmail.com

**Deadline:** Oct. 31st 2020, or until positions are filled.