



## Application Process – PAN Board of Directors

Thank you for your interest in joining the PAN board of directors. First, some information for you!

### ***How many seats are there?***

There are a total of 12 seats on the Board, half of which are designated for persons living with HIV/AIDS (PHAs), and the other half being open/“non-designated” seats i.e. may be occupied by PHAs or non-PHAs.

The five geographically-based health regions (Northern, Interior, Fraser, Vancouver, Vancouver Island) and the Provincial Health Services region each takes two seats, one designated PHA seat and one “open” seat” on the PAN Board.

### ***What are the roles and responsibilities of Board members at PAN?***

The elected or appointed board members oversee the activities of PAN, and as a collective group, the Board is the governing body of PAN organization.

PAN Board members establish broad policies and objectives, such as organization’s vision, values and strategic directions, with the help of executive director and staff. As well, Board members are expected to support the executive director and staff in ensuring PAN activities and initiatives follow the organizational mission, mandate and strategic plan. Other roles include approving annual budgets and keeping the organization’s performance accountable to relevant stakeholders.

### ***What are the duties and requirements of Board members at PAN?***

- Sign and adhere to PAN [Board Member Agreement](#) and [Confidentiality Agreement](#)
- Adhere to PAN’s [Code of Conduct](#)
- Adhere to PAN’s [Code of Conduct related to Board of Directors](#)
- Adhere to PAN’s [Code of Ethics](#)
- Attend bi-monthly Board meetings (held via teleconference) – 120 minutes
- Attend (day-long) in-person/face-to-face Board meetings – two times per year
- Have regular and timely computer access, e-mail and tele-communication capabilities
- Act as a steward on behalf of constituents, as outlined in the [PAN Board Member Job Description](#)

### ***What are the ideal qualifications of a PAN Board member?***

- Experience and knowledge about HIV/AIDS and related issues including hepatitis C, harm reduction, etc.
- Ideally minimum of two years experience working/volunteering in the field
- Past Committee or Board work experience
- Self-motivated
- Able to look at the “big picture” and think strategically
- Prepared to connect with people and agencies in your region and represent their concerns/interests
- Having the time and energy to commit to this volunteer experience
- Team player – knowing what you bring to the table and being open to what others bring as well
- Willingness to learn, get involved and stay engaged
- Enthusiasm, curiosity and a sense of humour

### ***How do people join the Board?***

There are two ways in which a person can join the Board of Directors of PAN. The first is by successfully running for election at the PHA Forum and/or the AGM. Board terms are for two years.

The second is by being appointed by the sitting Board of Directors to fill a vacant seat. If appointed by the Board during the year, that person must then run for election at the next AGM.

**In either case, any person interested in joining the Board must complete an application and also have the written endorsement of their PAN member organization/sponsoring agency.**

If a board of director wishes to stay on PAN board, she/he may run for subsequent election(s) as an incumbent once her/his term is over (based on 2-year terms).

Persons interested in joining the Board of Directors of PAN are encouraged to complete an application, and forward it to the Board Governance and Membership Committee. This Committee is responsible for reviewing all applications and bringing recommendations forward to the rest of the Board regarding appointments to vacant seats. This Committee also makes recommendations regarding which candidates the sitting Board wishes to endorse at any given Forum/AGM election.

*Starting at the Fall 2016 Conference, PAN will **no longer accept nominations from the floor.***

*The **deadline** for submitting board applications for the 2016 Forum/AGM is*

**September 30<sup>th</sup>, 2016.**

# PAN Board Application Form

Name of Applicant: \_\_\_\_\_

I am running for/wish to be considered for appointment to the following Board position (tick the appropriate circle under both REGION and SEAT TYPE):

## REGION

- Provincial Region (PHSA)
- Northern Region
- Interior Region
- Fraser Region
- Vancouver Coastal Region
- Vancouver Island Region

## SEAT TYPE

- Dedicated PHA Seat
- Open Seat (PHA/non-PHA)

I work for/volunteer with/represent the following PAN Member Organization/Agency:

\_\_\_\_\_

Residential Address:

\_\_\_\_\_

Phone number at which we may contact you and leave messages:

\_\_\_\_\_

Email:

\_\_\_\_\_

**Required:** Please write below (or on separate page) about your interest in becoming a board member - including how you feel you would contribute to the network.

**Required:** In addition to this application, **please forward a resume** that highlights any HIV/AIDS and related volunteer and/or work experience or other relevant experience (i.e. Positive Leadership Development Institute) that you may have.

**Required:** Please submit **one letter of reference/endorsement** with your application **from your PAN Member organization/agency.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Thank you for your interest in joining the Board of the Pacific AIDS Network!

**Please send completed applications (including both attachments) by email to  
PAN's Executive Director  
Jennifer Evin Jones ([evin@pacificaidnetwork.org](mailto:evin@pacificaidnetwork.org))  
On or before September 30<sup>th</sup>, 2016**