PAN Board Member Agreement[[1]](#footnote-1)

The Board of Directors of the PAN will approach its governance role[[2]](#footnote-2) emphasizing: the mission and vision of the organization; leadership more than administrative detail; clear distinction of Board and staff roles; and pro-activity rather than reactivity.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as a board member of the PAN (PAN), agree to the above stated Approach to Governance, as well as to the following:

I am aware of the **vision** of PAN and will work to the best of my ability to support that vision: *Our Vision: We lead an inspired, strong and effective community-based response to HIV/AIDS, HCV and related communicable diseases and conditions.*

I am aware of the **mission** of PAN and share its commitment to the following: *Our Mission: Working collaboratively, the PAN builds the capacity and skills of its member organizations, including people with lived experience, to effectively address HIV/AIDS, HCV, and related communicable diseases and conditions.*

I will remain familiar with and act in accordance with relevant governing laws such as the *BC Society Act*, and the by-laws and constitution of the Society.

I agree to familiarize myself with the organization’s programs, projects and services, and expect PAN’s staff to keep me abreast of developments in the organization’s programming, through written or verbal reports provided by the Executive Director (ED) at regular meetings of the Board, and/or by other staff as designated by the ED.

I will fulfill my role of governance of the Society by setting policies that ensure the smooth running of the organization and facilitate its success in the future.

I recognize that only the Co-Chairs may speak on behalf of the Board. The Executive Director may speak on behalf of the organization. No Director shall speak or make representations on behalf of the Board unless authorized by the Co-Chairs. When so authorized, the Board member’s representations must be consistent with accepted positions and policies of the Board.

I agree to be an ambassador and champion for PAN, so that others in the community may learn about, benefit from and contribute to the services that PAN provides. I will do so particularly in the health region in which I have been elected. I will liaise with the constituent members in my region and listen to their issues/concerns and bring them to the Board table when appropriate.

I will be a visible and engaged presence at PAN events and conferences.

I expect the organization to provide me with full information about its finances, and I agree to make the effort needed to understand the organization’s financial position and assure that it meets its financial obligations and responsibly manages the resources entrusted to its use. In turn, I agree to do my part to help find financial support for the organization, including (where appropriate) developing contacts with individual donors or with funders for the benefit of PAN.

I will carry out whatever work I agree to do for the organization. If I find difficulty in keeping a commitment, I will let one of the Board Co-Chairs know. I expect to get whatever training I need to carry out my duties.

I expect to be given reasonable notice about upcoming meetings. I agree to make every effort possible to attend meetings. If I find I am unable to attend a meeting, I will notify the Board Co-Chairs in advance. After the meeting, I will take the initiative to find out what I missed. I expect to receive regular minutes and other material, as I need to function as a Board member.

I understand if I miss two meetings, a Board Co-Chair will discuss with me, whether or not being a board member is the right fit for myself and for PAN.

I will arrive prepared to all Board meetings including having read any and all background materials, including minutes of previous meeting, any written reports, relevant emails, etc. and actively participate in decision making.

Recognizing the importance of virtual work, and that PAN is a provincial network, I will read all board related emails sent and respond in a timely way, if a response is requested. I understand that regular access to a computer and email is a pre-requisite for sitting on the PAN board.

I will make every effort to support board succession planning, particularly in my region.

I will treat any confidential or sensitive information that I have access to through my involvement as a Board member with due care and security, and will take all reasonable action to protect the confidentiality of the Society and the Society’s employees, volunteers, Board members, member agencies and organizations and participants/delegates. I also agree to sign the Confidentiality Agreement for Board Members.

PAN is committed to a positive volunteer and workplace environment in which all employees, volunteers, members and stakeholders are treated with respect and dignity, where individual differences are welcomed and valued, where positive working relationships are fostered and where conflicts are resolved in a healthy manner. As a PAN board member, I agree to conduct myself with an attitude of collegiality, collaboration, mutual respect and professionalism. Towards that end, I agree to adhere to the *Code of Conduct for PAN*, as well as the *Code of Conduct Related to Board of Directors* (see attached).

*Signature of PAN Board member Date*

*Signature of PAN Executive Director Date*

1. This signed agreement will be kept on file at the PAN Administrative office. [↑](#footnote-ref-1)
2. Persons who sit on the Board may choose to contribute to PAN operations by volunteering in other capacities e.g. as a member of a research team, as an (internal or external) advisory committee member, as a peer researcher/facilitator/trainer, etc. Prior to doing so, there must be a clear discussion with the ED or staff designate, whether or not they are occupying that seat/role as a PAN board member. In some instances, additional volunteer roles will not be as a PAN board rep, but rather, as a representative of a PAN member organization, as a person with lived experience, etc. In such instances every effort will be made to not speak for the PAN board. When volunteering for such roles, board members agree to be bound by the Terms of Reference or other policy pieces governing those volunteer committees/roles. [↑](#footnote-ref-2)