

COMMUNITY FUTURES COWICHAN BOARD OF DIRECTORS & COMMITTEE PROFILES



Community Futures is an independent not-for-profit corporation, one of 34 Community Futures Development Corporations in BC. and has been serving the Cowichan Region for over 30 years. Our mandate is to help grow the local economy and be involved in community initiatives so Cowichan is a vibrant place to do business and live. We are led by a volunteer Board of Directors with four staff members. Together we work to fulfill the Community Futures mandate of providing loans and support to the small business community and be leaders in economic development activities to strengthen and grow the local economy.

We believe that our volunteers are one of the most important assets and we strive for our volunteers to receive as much as they give.

Currently we are looking for new volunteers to join our organization.

- Ideally, they would have 2 – 4 hours a month to dedicate;
- Have a keen interest in business and community economic development.

Our Board Members are community leaders who provide overall direction for Community Futures Cowichan (CFC). The Board sets policies that ensure CFC meets its mandate. Directors are trustees who act on behalf of the organization's clients, funders, the government and taxpayers. The Board also ensures that CFC represents the Cowichan region's economic development needs by providing regional representation and ensuring community input.

Main Duties:

1. Prepare for and attend all scheduled meetings.
2. Provide overall direction for the organization and to be legally responsible for its management.
3. Participate in volunteer development opportunities.
4. Advocate for the organization in the community, on a formal and informal basis.
5. Be aware of the changing needs in the community.
6. Be knowledgeable and responsible regarding the operations and finances of the organization.
7. Set policies and strategic priorities and to delegate responsibility for the development of corresponding strategies to committees.

Our Purpose: To Champion the Entrepreneurial Spirit

Our Vision: The Cowichan Valley is the place to start, grow and succeed in business.

Our Mission: We provide resources to accelerate business growth and contribute to more resilient communities.

Time Commitment:

There are nine board meetings per year, approximately 90 minutes each, plus up to approximately one hour of preparation time. Directors are encouraged to attend annual orientation sessions, annual strategic planning sessions, and participate on one of CFC's committees.

Membership & Professional Development:

We strive to ensure Board Members represent the geographic, cultural and socio-economic diversity of the Cowichan Region. We provide orientation for new Directors so they become well versed in the mandate and policies of Community Futures Cowichan. Ongoing training and development opportunities are provided through the Community Futures BC network.

BUSINESS DEVELOPMENT COMMITTEE (Committee of the Board)

The BDC meets approximately every two months (or as needed):

1. To review all client submissions and staff recommendations for loans and/or other business assistance offered by Community Futures Cowichan.
2. To:
 - develop and recommend loan and lending policy.
 - develop parameters/framework for lending and loan products.
 - monitor implementation.
 - evaluate effectiveness of all current and potential business development services.

FINANCE AND AUDIT (Committee of the Board)

F&A meets quarterly (or as required) to review the finances of the organization. They advise the CFC Board in developing fiscal policy and monitoring the financial operations of the organization, to ensure fiscal accountability and effective management of investment and operating funds. This committee provides detailed information to the board on any significant issues with respect to risk management for board discussion and action.

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GOVERNANCE COMMITTEE (Committee of the Board)

Meets 2 - 3 times per year to ensure that the CFC Board fulfills its legal, ethical and functional responsibilities through adequate governance policy development, recruitment strategies, board training & development, monitoring Board activities, and evaluating Board members' performance.

COMMUNITY ECONOMIC DEVELOPMENT (Operations Committee)

The CED Committee meets as required to provide input on community development activities relating to Community Futures Cowichan. Committee work could include:

- Develop and recommend policy.
- Develop project parameters / framework.

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