

WEST VANCOUVER SENIORS' ACTIVITY CENTRE ADVISORY BOARD

Application for Appointment to the Board

Nomination forms will be available starting on **Saturday, November 1, 2025** at the SAC front desk. **Nomination deadline: by 4 p.m. on Saturday, January 31, 2026.**

Shortlisted applicants will be contacted after the application deadline has closed.

Name of Applicant _____

Phone Number(s) _____

Email Address _____

Number of years you have been a member of the Centre (minimum 2 years): _____ or

number of years you have been a volunteer at the Centre (minimum 1 year): _____

1. Why are you interested in joining the Board?

2. What do you believe you can contribute to the Centre by joining the Board?

3. Describe the skills and/or experience you will bring to the Board.

4. Have you volunteered at the Centre? If so, briefly describe those volunteer activities.

5. What programs and/or activities have you participated in at the Centre?

6. Any other pertinent information you wish to bring to our attention.

Date _____

Signature _____

Signatures of two current members of the Seniors' Activity Centre

Name _____

Signature _____

Name _____

Signature _____

Your personal information will be collected for the purpose of reviewing and selecting applicants for appointments to the District of West Vancouver Senior Activity Centre ('SAC') Advisory Board. Your information is being collected by the District of West Vancouver under Section 26(c) of the Freedom of Information and Protection of Privacy Act (FoIPPA). If you have any questions about the collection of this personal information, please contact the Privacy Officer, Legislative Services, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3, 604-921-3497.

Serving on the Centre Advisory Board

Information for Applicants

The West Vancouver Seniors' Activity Centre (the Centre) is owned, operated, and staffed by the District of West Vancouver. The manager of the Centre is the Customer & Seniors' Services Manager, who is assisted by staff and a large group of volunteers. In accordance with the Centre bylaws, an Advisory Board, drawn from the Centre's members, provides advice and assistance to the Manager.

Advisory Board

To carry out its role, the Board has appointed committees in the following areas: Programs, Communications, Fundraising, Volunteers, Board Appointments and other committees and sub-committees as required from time to time. The Board appoints a finance representative to work with District staff on Board-fundraised finances. Board members are expected to serve on at least one committee.

Anyone who has been a member of the Centre for at least two years or an active volunteer for at least one year is eligible for appointment to the Board and there is no requirement that board members reside in West Vancouver. The appointment process is usually conducted in the late fall each year.

Advisory Board Appointment Process

GENERAL INFORMATION

- Advisory Board members are appointed to serve a three-year term and may opt to continue on the Board for one additional three-year term. Once a Board member leaves the Board, an interval of 2 years must pass before this member is eligible for an additional Board appointment.
- Anyone who has been a member of the Centre for at least two years or an active volunteer for at least one year, may serve on the Board.
- Candidates are normally identified by January 31 for appointment effective April 1.
- The terms of members are staggered so as to ensure continuity on the Board.
- New members must be recommended by the 'Appointment Committee' and approved by the Board.
- Where a vacancy arises during the year and the Board determines it must be filled, an appointment may be made at any time.
- There is no requirement for all Board positions to be filled.
- A general announcement of new members will be posted once known and introductions will be made at the March Annual General Meeting of the Centre members.
- Prior to the new Board member announcement, the Appointments Committee Chair will notify applicants regarding the decision about their applications.

APPLICANTS

An application form is available at the main desk. The application form must be signed by the applicant and two current members of the Centre. On the application applicants are asked to submit a brief summary detailing the following:

- Why you are interested in joining the Board
- What you believe you can contribute to the Centre by being a Board member
- Your skillset and relevant experience
- Your history as a volunteer at the Centre
- What programs and activities have you participated in at the Centre
- The number of years you have been a member of the Centre

Applicants will be contacted and invited to attend an interview with the Appointment Committee.