

VBGA Board of Directors Nomination & Consent Form

February 2026

To apply, please:

- Review the Board Member Position Description found here:
<https://vandusengarden.org/vbga-board-nominations/>
- Complete this form and submit it to the Nominations Committee via email to Charlotte Williamson at boardcommunication@vandusen.org by March 13th, 2026, when nominations close.

I consent to be nominated as a Director of the Vancouver Botanical Gardens Association (VBGA) and agree to accept the position if elected at the VBGA Annual General Meeting, to be held on the evening of **Monday, May 25, 2026**.

I have read and understand the expectations and qualifications laid out in the document below. I confirm that I meet the eligibility requirements for election as a Director of the VBGA.

Signature

Printed name

Date

Candidate Contact Information:

Legal Name _____

Address _____

Preferred Phone # _____

Email _____

Date of Birth _____

(required for filing of Charity Information)

Candidate Biography for Distribution at AGM (100 words or less)

Requirements:

To be eligible to be a Director, a person must satisfy the qualifications of directors outlined in the *Societies Act of B.C.* and be a member of the VBGA in good standing at the time of nomination. Employees of the VBGA are not eligible.

Qualifications of Directors

Pursuant to the *Societies Act of B.C.*, a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she:

- (a) is less than eighteen (18) years of age;
- (b) has been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;
- (c) is an undischarged bankrupt; or
- (d) has been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, in accordance with the Act.

In addition to the foregoing, a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she is not a Member in good standing.

Board Nominations

The Nominations Committee is responsible for nominating members to the Board of Directors as part of the business agenda at the Annual General Meeting.

The Nominations Committee consists of the following members: Elizabeth Taylor (chair), James Harris, Victor Huang, Heather Lapper and Susan Witter.

The Board has determined that a minimum of 1 new Director may be elected at the Annual General Meeting on May 25th, 2026. The following Directors will be standing for re-election: Terry Anne Boyles, James Harris, Anna Hicks.

Nominations from the floor at the Annual General Meeting are not permitted pursuant to Sec. 8.1(f) of the VBGA Bylaws.

Purpose of the Association

The objective of the Association is to enhance and preserve VanDusen Botanical Garden and the Bloedel Conservatory, to provide promotional and educational programs related to botanical and environmental awareness, and to raise funds and provide volunteers to assist with the development of the Garden and Conservatory and support the Association's endeavors.

The Association operates pursuant to a joint operating agreement effective January 1, 2025, with the City of Vancouver – Board of Parks and Recreation, the registered owner of the Garden and

the Conservatory, which outlines the responsibilities of the parties with respect to the Garden and the Conservatory and the sharing of operating revenues and expenses.

The VBGA has approximately 550 volunteers, 14,000 members, and currently employs 25 full-time and part-time staff with an annual operating budget of approximately \$2.3 million.

Authority and Responsibility

Duties Of Directors

VBGA By-Law 9.2

“Pursuant to the Act, every Director will:

- (a) act honestly and in good faith with a view to the best interests of the Society;
- (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances; and
- (c) act in accordance with the Act and regulations thereunder.”

The Board of Directors is directly accountable to the membership of the VBGA. The Board is legally responsible under the *Societies Act* for managing the Association. All authority of the Board is exercised at duly convened meetings or by written and signed resolutions.

As a member of the Board, Directors act in a position of trust for the Garden and the Conservatory and are responsible for the effective governance of the organization.

Directors are elected to represent the membership of the VBGA, manage the VBGA in its best interests, and use their individual skills and knowledge to help set policies, initiate programs through the Committee structure and help ensure financial health to enhance operations.

A Director has as such no power or authority, except as a member of the Board or a Committee at a regularly convened meeting except such power or authority as may be delegated to the Director by the Board.

Expectations

Expectations of Board membership include:

- Demonstrating commitment and dedication to the work of the VBGA.
- Maintaining of a current VBGA membership.
- Participating in the Volunteer and Board orientation programs.
- Providing knowledge and skills in one or more areas of Board governance: policy, finance, legal, education, marketing, fundraising, human resources, and advocacy.
- Being willing to serve on at least one Committee.
- Participating at eleven Board meetings annually including advance preparation.
- Participating at meetings of assigned Committees.
- Participating at Annual General Meeting and Board Retreats or Special meetings.

- Acting as a Garden and Conservatory ambassador by supporting special VBGA functions and fundraising events.
- Providing an annual donation to the VBGA appropriate to one's own financial resources.
- Assisting in developing and the maintaining of positive relations among the Board, Committees, staff members and volunteers to enhance the mission of the VBGA.
- Has access to a computer and basic computer proficiency for leading video calls, collaborating on creating Word and PowerPoint documents in a cloud-based environment.

It is expected that Board members will also honour the following:

Ethics: by adhering to acceptable ethical, legal and moral standards;

Confidentiality: by keeping Board and delicate matters of a sensitive nature confidential; Each director signs a Confidentiality Agreement as well as a Conflict-of-Interest Declaration. These are signed annually;

Solidarity: by supporting Board decisions once they are made;

Image: by presenting a positive view of the VBGA to the public;

An understanding of the Board Member role: by establishing Board policy to be carried out by staff;

Disclosure: by disclosing to the Board any potential, real or apparent conflict of interest as soon as aware of it.

Term of Office

Directors can be elected to a maximum of three consecutive three-year terms following the Annual General Meeting at which they were originally nominated. Directors may resign at any time with nominations for a replacement to follow thereafter.

The VBGA is committed to employment equity and diversity and encourages applications from all qualified candidates, including people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; and people with disabilities.

The Vancouver Botanical Gardens Association (VBGA) acknowledges that VanDusen Botanical Garden and Bloedel Conservatory are located on the unceded Ancestral shared lands of the x^mməθkwəyəm (Musqueam), Sk̓ w̓xwú 7mesh Ú xwumixw (Squamish), and səlilwətał (Tsleil-Waututh) Nations. We are honoured to be on the lands where these Nations have lived since time immemorial, and where they continue to steward these territories in respectful relationship with the land, waters, and all living beings.