



Call for Board Members!

The Queer Yukon Society (QYS) is planning to host our 2020/2021 Annual General Meeting (AGM) virtually at **3 pm, Sunday, December 5th**. Mark your calendars, cause we can't wait to share everything we've been up to over the past year and what we have planned for 2021/2022!

At this time, we are additionally putting out the call for prospective board members! The QYS Board is made up of 8 members who are elected during the AGM. If you or someone you know is interested in joining the board of our exciting and dynamic organization and contributing your time, energy and skills to Queer Yukon, we would love to hear from you!

Read on for an information package for prospective Board members!

Everyone is welcome to put their name forward, but **we particularly encourage folks from all sections of the LGBTQIA2S+ community, as well as those identifying as Black, Indigenous, & People of Colour, women, Two Spirit / Indigiqueer people, Trans/Non-binary people, people whose first language is not English, and people with disabilities**. Additionally, we encourage folks living in Yukon communities other than Whitehorse to apply - during the pandemic we have been conducting our board meetings virtually and intend to continue this practice going forward. Please note that serving on the Board is a volunteer position, and Board members must be over 18 years of age.

Prospective Board Member Information Package

Thanks for your interest in joining the Queer Yukon Board! As you probably know, Queer Yukon is a not-for-profit organization, responsible for a few different projects for queer and trans folks in the Yukon. You may have attended one or more of the social events put on in the past year or so by the Pride Centre, or been to one of the Pride events, or just want to be more involved in this exciting organization or to contribute your skills and experience to your community.

We'd love to have you! Read on for some additional information about being on the Board and what that could look like.

Queer Yukon will be publicizing the answers of candidates who complete [this Expression of Interest Form](#) before 5 pm, Nov. 16th. You do NOT have to complete this form to be a candidate for the Board; you can run for a Board position simply by putting your name forward during the AGM. You must, however, attend the AGM to be eligible for election to the Board.

If you're curious about what being on a board is like and would like to discuss with one of our current board members, please send an email to leadership@queeryukon.com and we'd be happy to answer your questions or set up a time to chat.

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Why have a Board?

The Yukon *Societies Act* and its Regulations ([2018-0015.pdf \(yukon.ca\)](#)) govern all registered nonprofit organizations and societies. Among other things the *Societies Act* dictates how a registered society must be governed (by a Board of Directors elected by the membership), and the legal responsibilities of the individuals making up the governing body.

What does the Queer Yukon Board do?

The Board is responsible for:

- Long-term planning, management and responsible use of the organisation's finances. Maintenance of records relating to finances in accordance with accepted best practices.
- Developing and maintaining relationships with funders, other organisations and stakeholders (including the Territorial government, the Federal government, the WH municipal government, other LGBTQ2S+ organisations and other non-profit societies).
- Policy and process development (for events, communications, conflict resolution, information management, etc.)
- Overseeing the Pride Centre Executive Director.
- Strategic planning, which means we make a plan for what the organization broadly can/should accomplish over the next 5 or so years and why. Then we check in regularly on progress towards that plan and whether the plan still makes sense.

The Board is responsible to the Queer Yukon membership, the staff of the Pride Centre, our funders, and each other. These are both social and legal responsibilities.

All non-profit organizations and societies registered in the Yukon are governed by the *Societies Act* and its Regulations, which can be found here: [2018-0015.pdf \(yukon.ca\)](#). Similar sets of laws and regulations are found in each province and territory, and they dictate society registration, what kinds of organisations can be considered societies, not-for-profits or charities, how a society must be governed, and what the legal responsibilities of the people who participate in society governance are.

In addition to legal responsibilities under the *Societies Act*, the legal responsibilities we undertake in accepting funding from various organizations, and the legal responsibilities we accept as an employer, the Board has a social responsibility to the LGBTQ2S+ community of the Yukon. This includes members of Queer Yukon and those who access services or attend events organized by us.

The Board recognizes a responsibility to be transparent in how information is stored and who has access to it, to be aware of and to protect potentially sensitive information, and to provide adequate information for individuals to make informed decisions about whether and how to

participate in our events, services, and physical/virtual spaces. **This is a responsibility that we take seriously and we ask that all prospective board members take a moment to consider what that responsibility means or would mean, and if they can commit to upholding it.**

Please know that while these are serious responsibilities, you also would have support in meeting them. Training and resources are available, and members of the Board are expected to support each other in collectively meeting our responsibilities. In the event of any legal or financial liability, Queer Yukon Society holds insurance to protect directors and officers from personal risk. We would be happy to discuss any part of this with you, if you have any questions or concerns.

Who/What is the Queer Yukon Board?

The Queer Yukon Board is the high-level decision-making, planning and management body of the Queer Yukon Society (QYS). The Board consists of eight positions, which are filled by eight volunteers elected at the Annual General Meeting (AGM) by the membership of Queer Yukon. Queer Yukon Board members are not paid for their time; the roles are strictly volunteer positions.

Legally (under the *Societies Act*), **board members must be 18+**, and **must not have declared personal bankruptcy**. Board members **do not have to be currently resident in the Yukon**, however we are required to have a certain number of board members currently resident in Canada. More information can be found on Page 52 (Section 47) of the Yukon Societies Act: [SOCIETIES ACT/LOI SUR LES SOCIÉTÉS](#).

If you don't meet the criteria for being part of the Board, please reach out to info@queeryukon.com for other ways to get involved or build your experience.

Queer Yukon's membership consists of people who sign up to be members (usually at the AGM), and are part of our mailing list. Members who attend the AGM, and renew their annual membership are eligible to vote for the Board candidates.

Many non-profits and societies charge token membership fees - Queer Yukon waived those fees last year (2020/2021) due to the pandemic, and intends to do so again this year (2021/2022).

Board Roles and Responsibilities

The Board of Queer Yukon is made up of eight seats: the **President**, the **Vice-President**, the **Treasurer** and the **Secretary** are roles with defined responsibilities and are known as Officer

Positions. The remaining four seats are known as “directors” and are more adaptable with respect to the responsibilities the people occupying them choose to take on.

The Board of QYS makes decisions by simple majority vote, though for the most part we try to reach consensus. The incoming (2021-2022) Board will have the opportunity to develop their own Terms of Reference and working procedures, within the scope of the law.

Officer roles:

The President: is responsible for chairing Board meetings, setting agendas and taking a leadership role in making sure Board business is on track. The President works closely with the Executive Director to liaise between the Board and Staff/operational side of the organization. The President often serves as a representative for the organization in dealing with the media, elected officials or heads of other organizations.

The Vice-President: is responsible for supporting the President and is expected to take on the President’s role if the President is unable to (due to absence, conflict of interest, etc.)

The Secretary: is responsible for taking minutes during Board meetings, making note of formal Board decisions (whether those are made during meetings or via email), assisting the President in preparing meeting agendas and sending out the meeting invites/zooms. The Secretary often additionally holds signing authority on behalf of the Board.

The Treasurer: is responsible for helping prepare the organizations’ annual budget, and working with the Executive Director, the Bookkeeper or the Center Office Manager to prepare the monthly budget report for review by the Board. The monthly budget report shows the spend in various programs/grants against budgeted amounts and any discrepancies. The Treasurer additionally holds signing authority on behalf of the Board and is responsible for approving transactions through the Queer Yukon accounts.

The following skill sets or areas of experience are particularly applicable to the matters and work done by the Queer Yukon Board: legal, financial, human resources or governance. However, while experience in the indicated areas is welcome, it is not required.

Board Meetings, Schedule and Time Commitments

At present, the monthly Board meetings take place over zoom and last between 1.5 and 2 hours; attendance is mandatory for all Board members. We additionally hold a monthly working meeting which also lasts between 1.5 and 2 hrs, at which attendance is optional, but appreciated. Working meetings are used to review, comment and finalize policies, reports and other documents that require extended discussion or could be tedious to complete separately.

We are looking to change the meeting structure in the next year to streamline decision-making and allow Board members to focus a bit more on areas of interest and to allow individuals to better adjust their time commitments, etc. Please expect a certain amount of trial and error, in addition to some time at the beginning of the year developing this structure together.

Board members should expect to spend up to 6 hrs a month on board business: 2 hours per meeting and 2 meetings per month, 2 hours responding to email, developing or reviewing documents, working on projects with other board members or meeting with other organizations/stakeholders. Officer roles may require up to 4 additional hours per month intermittently, depending on the time of year and upcoming events/projects.

Outside of meetings, the Board primarily uses email to communicate; each Board member receives a personal email account linked to the Queer Yukon domain that should be used for Queer Yukon related business in their capacity as a Board member. Each Board member is expected to monitor their Queer Yukon email regularly; it is reasonable to expect a response from a Board member to any given email within two business days.

We want the Queer Yukon Board to reflect the diversity of our community! If there are things that would make it easier for you to participate, please let us know. (Some examples include: a meal stipend for Board meetings, support for childcare, audio recordings or written documentation, preferred meeting times, etc.)

Stuff We Expect to Work on in 2021/2022

- Policy Development
 - Information protection policy, robust conflict resolution policy, financial policy and procedures
 - Work with consultant on HR policies
 - New bylaws
- Strategic Planning
 - Finalize the Strategic Plan developed during 2020/2021, including the Queer Yukon Mandate, Vision, etc. and the name of the Community Centre project.
 - Develop work plans based on the Strategic Plan
- By-Law Changes (via a Special General Meeting in February? 2022)
 - Adopt the new default Bylaws under the new Societies Act
 - Change our fiscal year end from Sept. 30th to March 31st
 - Modify the length of the terms for Officer positions to 2 years each, alternating.
 - Adopt new Mandate, Vision, etc.
- Financial:

- Receive and review the results of the 2021/2022 financial review
- Undergo financial audits required by funding
- Develop a financial committee and an annual financial calendar
- Board Development:
 - Conflict resolution workshop?
 - Effective communication workshop?
 - YFN 101
 - Principles of Intersectionality?
 - Other, tbd...

Questions to Consider Before Joining the Board

These are suggestions for personal reflection. There is no requirement to answer these questions, but feel free to email board@queeryukon.com if they bring up questions or write down some of your answers to share with fellow Board members if you are elected.

1. Are you familiar with the Queer Yukon mandate ? Do you feel you can support all of it or that the underlying structure is consistent with your values?

The draft mandate that will be presented at the AGM is as follows: *“Queer Yukon Society is a community-led initiative with community centres across the Yukon that offer safer spaces, resources, supports, online and in-person programming, and community connection to LGBTQIA2S+ Yukoners and their loved ones. We advocate for the health, well-being, and human rights of LGBTQIA2S+ Yukoners, offer education and training to the broader community, and organize Pride celebrations across the territory.”*

2. Do you have any accessibility needs or are there any accommodations that the other Board members can make that would make being a board member more feasible for you?

3. Are there any topics you would like a heads-up about before discussing, or any topics you would prefer not to engage with?

4. Are you familiar with the roles, responsibilities and functions of a Board of Directors? Are you familiar with the Yukon Societies Act and the basic set of Bylaws?

Optional Background Reading

The Yukon Societies Act: [2018-0015.pdf \(yukon.ca\)](#) (old)
[2021-0029_1.pdf \(yukon.ca\)](#) (new)

The Societies Regulations: [005oic88.124_005OIC88.124.qxd \(yukon.ca\)](#)

Yukon Government's LGBTQ2S+ Action Plan: <https://yukon.ca/en/action-plan-lgbtq2-inclusion>

Queer Yukon's Code of Conduct: [Code of Conduct - Queer Yukon Society](#)

Queer Yukon's Policies: [Policies - Queer Yukon Society](#)

Past Community Conversations about the Yukon Pride Centre: [Past Community Convos - Queer Yukon Society](#)

Tools and Best Practices List from the Volunteer/Benevoles Yukon: [Tools & Best Practices - Volunteer Benevoles Yukon \(volunteeryukon.ca\)](#) and [Tools and Best Practices 2 - Volunteer Benevoles Yukon \(volunteeryukon.ca\)](#)