

Welcome!

By choosing to be on the Board of the Ban Righ Centre you will be making a substantial contribution to the lives of mature women students at Queen's University. Your interest in the Board means that you are invested in ensuring, in partnership with the staff, the continuation of a vital and essential Centre.

The BRC strives to be a scent free environment and everyone who attends the Centre is asked to refrain from wearing scented products of any kind.

This is a diverse Board in terms of expertise and knowledge and every single person has something valuable to contribute. You are bringing your own experience and ideas and hopefully you will have the opportunity to acquire knowledge and learn new skills in the process.

The composition of the Board is as follows:

- 8 community members – serve 3 year terms
- 3 student members – serve a 1 year term (renewable)
- 1 member of Gender Studies – serves a 3 year term
- 1 member of Queen's Alumnae – serves a 3 year term
- 1 Ex-Officio member (representative of the Dean of Student Affairs) – serves a 1 year term
- 3 staff members – ongoing service

The Board functions as a team with members supporting one another. It is understood that each of us at various times needs to pull back from volunteer commitments according to life demands, but it is important to remember that the success of the Ban Righ Centre is impacted by the engagement of our membership.

Board meetings are held once a month and usually last for 1.5 to 2 hours. Board members are expected to attend all general meetings. In addition, Board members are asked to belong to at least one of the following BRC committees and may choose to belong to one or more other committees. A sign-up sheet is circulated at the first Board meeting of the new academic year and indicates how many people are required for each committee. Ad hoc committees may be struck for specific tasks and may include persons outside of the Board.

- Advocacy committee
- Awards committee
- Finance and Strategic Planning Committee
- Fundraising committee
- House committee
- Nominating committee
- Personnel committee

The following list of skills/interests provides some suggestions which will guide you in choosing your committee involvement according to your abilities:

- Writing skills - advocacy letters, grant applications
- Verbal skills - advocacy, presentations
- Public relations – soliciting donations and gifts in kind
- Organizing skills – help with fundraisers, organizing media, volunteer coordination
- Practical skills – artistic, baking, painting etc.
- Helping with events – all aspects including putting up posters etc.
- Reviewing financial information
- Community networking skills
- Adjudicating award applications
- Conducting Director’s performance evaluation

BAN RIGH CENTRE BOARD COMMITTEES AND THEIR DUTIES

1. ADVOCACY COMMITTEE

The Advocacy Committee monitors (University and government) regulations and policies with respect to their effect on mature women students in conjunction with Centre staff. The Committee informs the Board when Board action may be helpful, may be appropriate, or is needed. It may suggest appropriate action to the Board and act on behalf of the Board with Board authorization.

The Advocacy Committee works primarily via email, drafting and revising letters to the University or government.

2. AWARDS COMMITTEE

The Awards Committee formulates policy for Board approval, attends to the details of the Awards program, and ensures that the Awards program is equitable and inclusive in operation. As well, the Committee works to establish new named awards, works to increase the value of the existing awards, and plans public events honouring award recipients and donors.

The student representative, who is also a member of the Ban Righ Board of Directors, is eligible to apply for any award or bursary but shall not participate in the selection process.

In practice, this committee has two quite diverse functions:

- 1) Review of special award applications and selection of the recipients.
- 2) Makes arrangements for refreshment, flowers etc. for the Award Ceremony in May.

Award Committee members meet to review the bursary and award applications. They help to create a celebratory atmosphere at the spring awards event by providing sweets and flowers.

3. FINANCE COMMITTEE

The Finance Committee works with the Director in budget preparation, in financial planning, and in consultations with the University on financial matters. Finance Committee could expect to meet two-three times a year to discuss budget.

4. FUNDRAISING COMMITTEE

The Fundraising Committee raises money for the work of the Foundation. Liaison is maintained with the Office of Advancement so that both parties work effectively together on behalf of the Foundation.

Because of the pressing need to supplement the income of the Centre with fundraising projects, this committee, by necessity, requires support from all members of the board.

All Fundraising Committee members are very busy around the major fundraising activity of the year (in recent years that is the Chocolate Connection). Time commitments vary significantly according to roles selected, including, creating or putting up posters, ticket sales, set up, greeting, etc.

5. HOUSE COMMITTEE

The House Committee monitors the effective use and maintenance of 32 Bader Lane; it identifies university, community and individual sources of goods and services as need arises; and, makes recommendations to the Ban Righ Foundation Board about house use and upkeep.

This committee meets as needed (recently once or twice a year) to do a bit of upkeep of improvements to the house. Some years a good cleaning is needed in anticipation of the Award Ceremony – this is something the House Committee would organize. Most large projects fall within the responsibility of Physical Plant Services.

6. NOMINATING COMMITTEE

The Nominating Committee selects names of potential Board members and presents this slate to the Board for discussion and approval at the April meeting. The Nominating Committee can make decisions on nominations when nominations occur outside of the usual April board meeting.

The Nominating Committee shall generate and maintain a list of resource people whose names may be used for committee and Board membership.

All prospective members shall be invited to join the Board by the Director of the Foundation or a Board member as directed by the Board as a whole.

Nominating Committee normally meets once or twice a year or via email. The nominating committee also assists with orientating new members and thanking outgoing members.

7. PERSONNEL COMMITTEE

The Personnel Committee assumes a role of advocacy on behalf of staff. It is responsible for ensuring the Centre complies with University Human Resources policy and serves in an advisory and support role to the Director. It will work with Queen's Human Resources where appropriate.