

Community Futures

New Member Recruiting Package

Thank you for your interest in the Community Futures program.

This package includes the following information about Community Futures.

1. Community Development Services
2. Business Development Services
3. Board Member Expectations
4. Board Member Recruiting Procedure
5. Application for Membership

Applications for Membership should be returned to:

Attn: Board of Directors

Community Futures Development
Corporation of the North Cariboo

679 Highway 97 South
Quesnel, B.C.
V2J 4C7



If you have any questions or are interested in learning more about the program please contact our General Manager, Greg Lawrence at 250-747-1212.

You may also visit our web-site at www.cfquesnel.com

1. Community Futures - Community Development Services

Funding source

Core funding for the Community Futures program is funded by Western Economic Diversification. The federal mandate of the Community Futures program is as follows:

"The goals of the Community Futures program are to develop the planning and organizational skills, the economic and social infrastructure and the employment adjustment measures that are required to assist in the creation of a sustainable work force and income base in eligible communities confronted with structural change."

The program was developed in the recognition that community development solutions need to be developed at the community level. In order to insure this "bottom up" planning approach communities form volunteer boards which represent the interests of the community. These boards are able to negotiate their role and function with the Federal government and deliver Community Futures programming under local direction and control.

Local mandate

Vision:

A sustainable and diversified economy in the North Cariboo Region.

Mission statement:

Community Futures is committed to the development of a sustainable and diversified economy in the North Cariboo region. Activities include:

- identifying and supporting initiatives to diversify the local economy,
- information resources and counseling support for small business,
- financial assistance for small business, and
- the development of entrepreneurial skills and values.

Community Futures is community-owned and governed by a local Board of Directors and operates in accordance with the following principles:

- responsibility and accountability to the Citizens of the North Cariboo as the "owners" of Community Futures,
- respect for social, cultural and environmental concerns in the delivery of Community Futures programs and services,
- efficient and accountable use of financial and human resources,
- cooperation, coordination and the development of effective partnerships with other agencies and groups to minimize duplication and enhance services,
- fair and responsible treatment of staff, volunteers and clients, and

- a global view in the development and delivery of our products and services and to markets outside of the North Cariboo in order to lever resources, enhance client service and generate revenues in support of our mission.

2. Community Futures - Business Development Services

Community Futures provides small business loans, information and counselling services to new and existing small businesses.

Loans

Community Futures provides small business loans of up to \$500,000. Loans are available for new business start-ups, business expansions, or to stabilize an existing business. Loan applications are evaluated based on the following criteria:

- Job creation and economic diversification,
- A sound business plan including an understanding of the market and financial requirements of the proposed business opportunity,
- Appropriate management and technical skills and where necessary a commitment to ongoing skills development,
- Appropriate levels of owner investment,
- Reasonable security, and
- Reasonable credit history.

Business training and counselling

Business training sessions, one-on-one counselling, computer and library resources are available to assist individuals in a variety of areas including:

- general business information
- starting a new venture or buying an existing business
- business planning
- advertising and marketing
- financing for small business
- home-based business
- management
- statistics and market research
- cash flow and sales projections



3. Community Futures - Board Member Expectations

General

Support of and respect for our mission and process.

Interest in and commitment to the community and community/economic development.

Commitment to team, solution and community-benefit based decision making.

Apolitical and broad-based perspective rather than agenda-specific.

Meetings

Regular meetings are held once per month on the first Wednesday of each month and generally run from 4:30 P.M. until 6:00 P.M. Consistent attendance at these meetings is expected.

In addition to regular monthly meetings, Board Members are encouraged to participate on sub-committees where their interest and experience will support the goals of Community Futures.

Board Members are also encouraged to participate in other events and meetings related to Community Futures work. Examples include:

- The annual BC Community Futures conference held in September of each year (travel expenses paid by Community Futures)
- Community Benefit Committee review (rotating Committee of 3 Board members)
- Attendance at 3-4 CF-sponsored events per year
- Planning and evaluation process
- Community inter-communication
- Direct inspections (usually 1-2 per Board member per year - ½ to 1 hour)



Confidentiality

Board Members are expected to sign a confidentiality agreement related to business lending and counselling activities.

Benefits to Board members

Participation/experience with mature and effective Board governance
Opportunity to make a meaningful contribution to community development
Increased and broadened community knowledge and perspective
Networking, conference (provincial) and training opportunities.

4. Community Futures - Board Member Recruiting Procedure

1. Information package provided to an interested individual by board member and/or staff person
2. Application completed and returned for review by the Chair and/or his or her delegate and the General Manager for recommendation to the Board of Directors
3. Board of Directors reviews application and agrees to any one of the following:
 - a. give “provisional approval” to the prospective member. “Provisional approval” means that the Board has approved their application provisional on the applicant’s decision to join the organization after having had an opportunity to learn more about its purpose and programs.
 - b. refer back to the Chair and/or his or her delegate and the General Manager for additional information
 - c. reject the application
 - d. “file” the application for review at a later date
4. Official response returned to applicant. Where the applicant has received “provisional approval” he/she will be provided with a board manual and strategic plan, as well as an introduction to attend a meeting as a “guest” in order to learn more about the organization.
5. Applicant attends a board meeting and orientation session with Chair and General Manager

6. Applicant decides whether or not to join the organization

7. Where the Applicant decides to join he/she will be invited to the next regular meeting at which time their membership is ratified by the Board of Directors.

5. Community Futures - Application for Membership

Name

Phone number

Date of application

Do you belong to one or more of the following designated groups?

- Aboriginal
Status Indian, Non-status Indian, Inuit or Metis
- Women
- Visible Minorities
Persons other than aboriginal peoples who are non-caucasian in race or non-white in color
- People with Disabilities
Persons who for the purposes of employment, consider themselves or believe that a potential employer would consider them disadvantaged by reason of any persistent, physical, mental, psychiatric, learning, or sensory impairment.

What areas of Community Futures work are you interested in?

- Business loans
Evaluating and approving small business loan applications
- Business training and counselling
Development and delivery of training and counselling services for business start-up and/or expansion
- Community development

Completion of studies and projects related to the economic, social, cultural, political, and environmental health and sustainability of the North Cariboo region.

Do you have any community or organizational experience that would support your work with Community Futures?

Name(s) of organization(s)	Date(s) of involvement	Purpose of organization(s) (as related to Community Futures mandate)	Position(s) held

What employment and/or self-employment experience have you had that would support your work with Community Futures?

Name(s) of organization(s)	Date(s) of employment	Purpose of organization(s) (as related to Community Futures mandate)	Position(s) held

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What would you hope to accomplish as a Member of Community Futures?

Please provide two references who could speak to your past community involvement work.

Name	<input type="text"/>	Name	<input type="text"/>
Phone	<input type="text"/>	Phone	<input type="text"/>

number

number

Organization

Organization