



**VELA  
GUIDELINES FOR MICROBOARD MEMBERS**

The values and beliefs that guide Vela Microboards are found in your constitution and Vela's Guiding Principles. Both documents stress the importance of:

*personal relationships  
self-determination  
person centered planning  
community participation  
opportunities to give and receive, and  
respect for each other*

The following guidelines will help you focus on your role as a board member:

1. Read your constitution and bylaws.
2. Understand your Microboard's goals and objectives.
3. Get to know other members by attending board and committee meetings on a regular basis, so everyone learns to work together. This will prepare you for difficult decisions should an issue arise later. When new members join an already established Microboard make a special effort to welcome them by sharing background information to help them feel comfortable asking questions.
4. Read the minutes of board and committee meetings. Ensure important decisions and who is doing what, are clearly recorded.
5. Know what kind of paid and unpaid supports are provided to the individual you care about. Get to know their staff and/or caregivers, even if your Microboard is not providing those supports.
6. Hold in confidence the private and often sensitive information you will discuss as a board member. Remember, Society information can only be shared on a "need to know" basis.
7. Complete all aspects of your Microboard's non-profit status (i.e. annual general meeting, director's report, financial statement, register of members).
8. Inquire if there is something you do not understand or if something comes to your attention, which causes you to question a policy or a practice.
9. Ask for help if you feel you and/or the Microboard is in need of advice and assistance. If your society needs to deal with a complex matter in which directors lack expertise, consider the services of an outside professional (e.g. a Vela Facilitator, a lawyer, financial advisor, human resources consultant or a risk management specialist).
10. Read the Conflict of Interest Guidelines.
11. Learn to identify your liability risk by reading Liability – How to Manage Your Risk.

*If your Microboard receives funding:*

12. Have a sound understanding of your society's financial condition by reviewing regular financial statements and comparing them to your approved budget. Know who is authorized to sign cheques for the society and for what amounts.
13. Follow your funding agency's standards and comply with all other employer rules and regulations that apply, such as, Employment Standards, WorkSafe BC and the Canada Revenue Agency.