



---

Board Member

---

Application Guide

---

# Community Futures Sunrise



The purpose of this guide is to give you some insight into the key roles and responsibilities of a volunteer Community Futures Board Member and the functions of the staff of the Community Futures Development Corporation.

The Community Futures (CF) program started in 1985 and is currently operationally funded through Prairies Economic Development Canada (PrairiesCan). CF is a community economic development program managed by Boards of Directors comprised of volunteer community/regional representatives. The focus of the CF is to build community economic and entrepreneurial capacity, with an emphasis on creating long-range sustainable employment opportunities. CFDC's are independent and non-profit organizations.

CF videos (start with Part 1: Community Futures Introduction)  
<https://www.youtube.com/watch?v=UvMzmed9t5E>

Community Futures Sunrise video: [CFS Promo Video - YouTube](#)



Growing communities one idea at a time.

## TERMS OF REFERENCE

### **Board Members**

Board Members provide governance for the organization, represent it in the community, and, ultimately, accept legal responsibility for it. Board Members act on behalf of and represent the views of the CF constituents – the citizens of the community. As a result, they have the principle responsibility for the carrying out of the organization's mission and strategic objectives. Board Members accomplish their functions through attendance at regular meetings plus participation on committees and sub-committees. Board Members are charged with four phases of organizational development: planning; organization; operations; and audit/evaluation.

**Time Commitment:** Approximately 4 hours per month (including travel time).

- One meeting/month (Excluding July & December);
- Approximately one hour preparation for each meeting;
- Review of other correspondence/events
- If participating on the Loans Committee, there is an additional time commitment of approx. 2 hours per meeting.

**Length of Terms:** Terms are served for 3 years.

**Other Information:** CF Sunrise reimburses volunteer board members for expenses incurred while attending board meetings and other CF events associated with being a director (i.e. Mileage, Meals, Accommodation, etc.). The rates are based on the Federal Government of Canada rates and are updated from time-to-time. Sunrise CFDC has insurance in order to protect Directors against personal liability.



## OPERATIONAL STRUCTURE

### What does a CFDC do?

CF Sunrise works with entrepreneurs in many ways:

- Providing business loans of up to \$150,000.00 for small business start-up or expansion.
- Providing technical support and advice to entrepreneurs in the region
- Initiating and implementing special projects (e.g., YouthBiz, business workshops, special events for the business community)
- Establishing community partnerships and strategic alliances

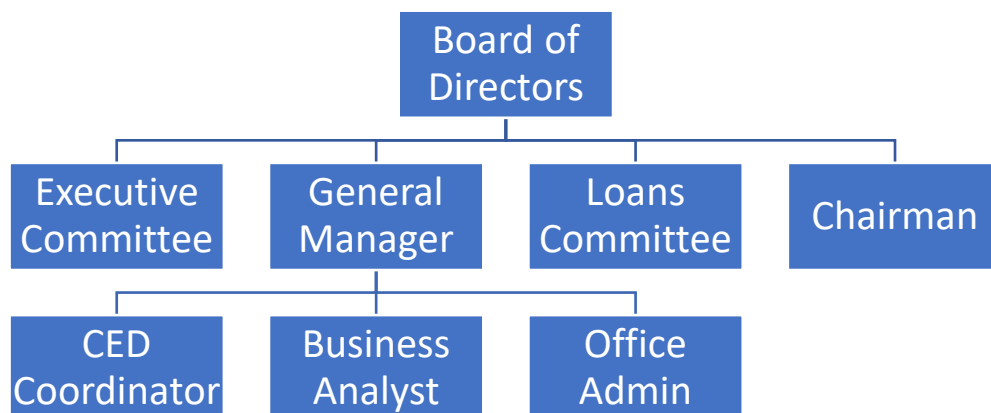
### How is the CF organized?

There are a number of requirements necessary for the effective operation of a CF. The most important legal and organizational tool for the CF are the bylaws and policies & procedures which elaborate on the organization's articles of incorporation.

CFDC's are also bound by the contracts they sign with their funders (e.g. Prairies Economic Development Canada), and all Board Members should be aware of this. As well, individual CFs may have special projects which require that contracts be signed with other government and non-government agencies.

### What are the roles and responsibilities of individuals associated with CF Sunrise?

For most non-profits there is a clear organizational separation between the paid staff who run the day-to-day operations and the members of the volunteer board who establish strategic directions of the organization and govern its operations. CF Sunrise tends to follow a policy-board approach.



## OPERATIONAL STRUCTURE (CONT.)

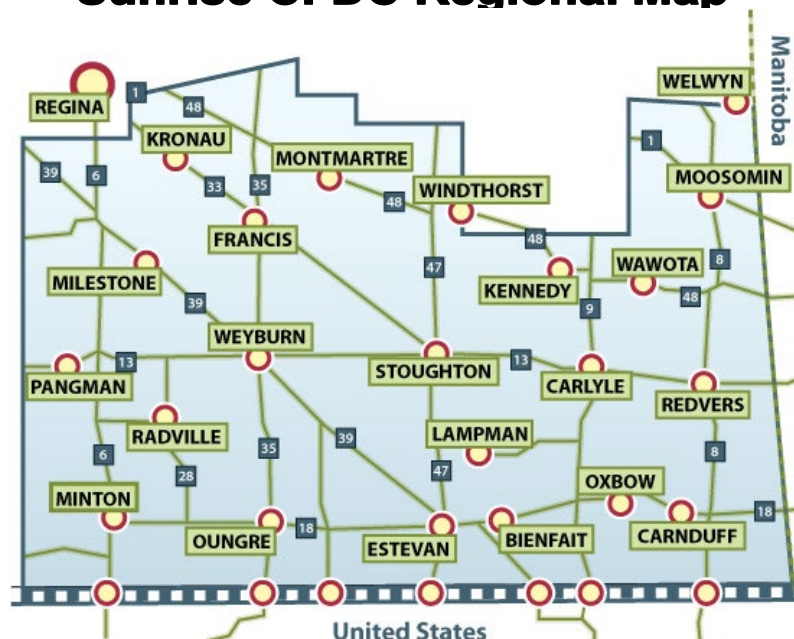
### What are the Key Functions of the CFDC Staff?

While each independent CF organization may be formally structured in many different ways, the key functions and responsibilities of staff remain fairly constant. The key functions are:

- **Supervisory/Office Management**
  - Management of the day-to-day operations including the supervision of all staff and hired contractors.
  - Consultation with the Chair and Board to ensure that the mission and strategic objectives of the CFDC are being met.
- **Community Economic & Business Development**
  - Fostering partnerships in the community.
  - Assessing and evaluating the CF role in the community and reporting this position to the Board.
  - Providing advisory and coaching services to small business.
- **Investment Through Lending**
  - Typically up to \$150,000 for small business start-up or expansion
  - Investment in the geographic service area



### Sunrise CFDC Regional Map





**Application/Nomination Form for the Board of Directors  
Of Sunrise Community Futures Development Corporation**

<b>Name (in full)</b>	First and Last Name		
<b>Home Address</b>	Street Address or P.O. Box Number		Town or City, Postal Code
	Email Address	Cell Phone	Legal Land Location (if Box # is used)
<b>Work Address</b> <b>NOTE:</b> If retired complete for most recent work and write "retired" in current position.	Name of Business or Organization		
	Street Address or P.O. Box Number		Town or City, Postal Code
	Email Address	Telephone	
	Branch/Division		Current Position
	Years with Organization/Business		Years in SE Saskatchewan
<b>Date of Birth</b>	Day/Month/Year: _____/_____/_____		

1. Please Mark the Geographic Area which the applicant/nominee would represent.

- |   |   |
|---|---|
| <input type="checkbox"/> Milestone – Sedley – Francis | <input type="checkbox"/> Estevan - Lampman              |
| <input type="checkbox"/> Wawota – Carlyle – Redvers   | <input type="checkbox"/> Weyburn – Yellow Grass –Midale |
| <input type="checkbox"/> Montmartre – White City      | <input type="checkbox"/> Moosomin – Maryfield           |
| <input type="checkbox"/> Radville – Pangman           | <input type="checkbox"/> Carnduff – Oxbow               |
| <input type="checkbox"/> Stoughton                    | <input type="checkbox"/> Pheasant Rump                  |
| <input type="checkbox"/> Ocean Man                    | <input type="checkbox"/> White Bear                     |
| <input type="checkbox"/> Other: _____                 |   |

2. Please indicate the sector(s) which you would represent. (Please mark as many as appropriate.)

- |  |   |
|--|---|
| <input type="checkbox"/> Agri-business                             | <input type="checkbox"/> Labour                             |
| <input type="checkbox"/> Agriculture                               | <input type="checkbox"/> Law Enforcement                    |
| <input type="checkbox"/> Construction                              | <input type="checkbox"/> Local Government                   |
| <input type="checkbox"/> Education/Training                        | <input type="checkbox"/> Manufacturing                      |
| <input type="checkbox"/> Energy                                    | <input type="checkbox"/> Professional (accounting, law,...) |
| <input type="checkbox"/> Finance (bank, credit union, investment)  | <input type="checkbox"/> Retail                             |
| <input type="checkbox"/> Health                                    | <input type="checkbox"/> Service (insurance)                |
| <input type="checkbox"/> Home-Based                                | <input type="checkbox"/> Other (Please Specify):            |
| <input type="checkbox"/> Hospitality – Tourism (hotel, food, etc.) | _____   |

3. Briefly state why you are applying/nominating to serve on the Sunrise Board of Directors:

---

---

---

---

---

---

---

4. Please attach a short resume (1-2 pages) which states:

- a) Work experience history
- b) Education
- c) Community and Volunteer Work

5. By signing and submitting this Board application to Sunrise Community Futures, you verify that all of the submitted information is true and accurate, and that you comply with the following minimum requirements of a director:

- a) You are at least 18 years of age,
- b) You are of sound mind, and
- c) You are not bankrupt.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Please email or mail this form to:

Sunrise CFDC  
Attn: General Manager  
11 3<sup>rd</sup> Street NE  
Weyburn, SK S4H 0W1

Phone: (306) 842-8803  
Email: [gm@cfsunrise.ca](mailto:gm@cfsunrise.ca)

