



## Yarrow Intergenerational Society for Justice

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### About Yarrow

Yarrow Intergenerational Society for Justice 世代同行會 supports youth and low-income immigrant seniors in Chinatown and the Downtown Eastside. We build power in our community through intergenerational relationship building, and by helping seniors overcome language and cultural barriers to services that meet their basic needs. We combine service provision and grassroots organizing, with a core belief that service work is political and that as a community, we have the tools we need to take care of one another. We empower seniors and youth to work together to improve their communities and tackle the difficult problems of oppression and violence. Our vision is of a Chinatown that is intergenerational and thriving, with accessible and culturally relevant services and an environment that cherishes our seniors and youth.

Yarrow recognizes and values the diversity of everyone in our community. As an organization we are committed to welcoming and affirming the human rights of all people, including racialized people, Black and Indigenous peoples, LGBTQIA2S+ people, sex workers, people who use drugs, and disabled people.

### About Board Positions

Board Members play an integral role to the organization, working closely with one another and the Operations and Programs Managers to carry out fiduciary, governance and strategic priorities of Yarrow Society. We seek Board members with expertise, and competencies including (but not limited to) governance, policy and governmental relations, human resources, finance and accounting, and fundraising and donor relations. We are seeking Board Members who can commit to a 2 year term.

We are specifically seeking and prioritizing the recruitment of Board Members who:

- Live in the Lower Mainland/Vancouver and have familiarity with Chinatown and the Downtown Eastside;
- Bring experience in policy, human resources, finance and accounting;
- Share alignment with Yarrow's mission, vision, and core values;
- Have experience or lived expertise working in, or co-creating, participatory governance systems in a non-profit organization;

- Have experience or lived expertise in, and deep commitment to, decolonizing and anti-oppressive principles and practices.

We strongly encourage applicants with lived experience of structural inequity to apply, and in particular, those who are QTBIPOC (Queer, Trans, Black, Indigenous and People of Colour) & 少數民族 (non-Han ethnic minorities) & 臺灣原住民 (Indigenous peoples of Taiwan).

As a part of our commitment to engaging and prioritizing Indigenous, Black and/or racialized refugee and migrant youth in decision making, our bylaws require that at least one-third of the Directors shall be no older than 28 years of age. Therefore, applications from youth will be prioritized in our selection process.

To ensure that the composition of the Board of Directors reflects the membership and mission of the Society, our bylaws also require that at least half of the Directors shall be people of marginalized genders, and that at least two Directors will be able to speak Chinese: one who speaks Mandarin, and one who speaks Cantonese.

## Duties

### 1. Human Resources Management

- Ensure & develop strong human resource policies and practices to support the people and culture of the organization
- Support Managers to implement HR policies and practices, including supporting employees through difficult periods
- Address complex HR issues, including disciplinary actions as needed
- Ensure organizational policies are compliant with relevant legislation
- Build on existing infrastructure to promote staff wellness with the goal of preventing overwork and vicarious trauma
- Oversee and conduct all hiring/recruitment processes, policies and procedures
- Conduct annual performance reviews for Managers within established timeframes in consultation with staff
- Identify, assess and address knowledge gaps and points of improvement for staff at the organization in line with our organizational policies and procedures

### 2. Strategic Planning, Risk Management & Governance

- Prepare for and participate in board meetings
- Participate in the development of a strategic plan to help guide future decisions
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support governance decisions once made

- Regularly identify, assess, and respond to internal and external issues and potential risks that affect the organization

### 3. Financial Management

- Work with the bookkeeper and Managers to develop, monitor and adhere to the annual budget
- Ensure that revenues and expenses balance on a yearly basis
- Sustain and actively pursue revenue development through grant writing, donations, sponsorships, funding applications for 5 figure+ grants and gifts, and support the fulfillment of all granting and reporting requirements
- Work with Managers and Staff to identify project funding needs and develop strategies to achieve strategic goals and targets
- Lead an annual fundraising campaign for \$50-100K

### Public Relations

- Participate in the development and implementation of collaborative partnerships with other community agencies and services.
- Attend events and meetings with community partners,
- Promote Yarrow's programming and fundraising events.
- Produce well-written and succinct policy and media documents.
- Delegate media inquiries and public speaking engagements between the Managers, Staff, and media-trained volunteers, including board members.

### Time Commitment

5-10 hours per week. Hours include attendance at our monthly board meetings on the first Wednesday evening of each month, participation in two committees, and supporting and attending Yarrow events. We are seeking Board Members who can commit to a 2 year term.

### Beliefs and Values Alignment

- We will take action against systems of oppression and build the future we need together, rather than reproducing capitalistic, carceral, and patriarchal systems of oppression. We will actively work to dismantle the non-profit industrial complex.
- We will seek and empower leadership within the community. We will ask those who are struggling with leadership to take reflexive and appropriate actions, moving towards accountability and away from complicity.
- We will be honest and brave in addressing conflict. We will engage in consensual and radical accountability processes that center those harmed and allow space for others to learn from their mistakes.
- We will honour feedback and recognize that we make mistakes and are always learning.
- We will listen to, respect, and have compassion for each other.

- We will have fun, be nourished, and grow together.
- We will center relationships as the building blocks of change.
- As a trans- and queer-centric organization, we will welcome and affirm the freedoms of all people, including racialized people, Black and Indigenous peoples, LGBTQIA2S+ people, sex workers, people who use drugs, and disabled people.
- We will challenge settler colonialism and our own privileges, build solidarity with Black and Indigenous organizing, racialized people, and decolonize our communities and ourselves.

## Application Details

### Application Timeline:

Applications Open: Until August 16, 2023

Interviews: Late August 2023

Decisions: Early September 2023

Start Date: Mid September 2023, coinciding with AGM

### To Apply:

To apply, please fill out the Application Form by clicking [here](#), or by copying this link to your browser: <https://forms.gle/rh3MNMQaBUhr1rm99>

Application survey responses are due by August 16, 2023 at 11:59pm PST

You may direct any related questions or requests for accommodation to [board@yarrowsociety.ca](mailto:board@yarrowsociety.ca)

We thank everyone for their expression of interest, however, only those who have been shortlisted for an interview will be contacted.