



SEEKING EXPERTISE IN  
FINANCE & ACCOUNTING

827 FISGARD STREET | VICTORIA BC | V8W 1R9



PACIFICA HOUSING

Equitable housing in pursuit of thriving communities

# Join Our Board of Directors and Finance Committee

**The Pacifica Housing Board of Directors is looking for candidates with expertise in finance or accounting to join our Board of Directors and Finance Committee.**

## Why Join Our Board?

Being a member of the Pacifica Housing Board is rewarding, interesting, and provides an opportunity to make an important contribution to the wellbeing of thousands of individuals and families across Greater Victoria and Nanaimo. Board members bring a wide range of expertise, respect for all opinions and a spirit of collaboration to the Board meetings.

## About Pacifica Housing

Pacifica Housing is one of Vancouver Island's largest non-profit providers of affordable homes and supportive services. With an annual operating budget of over \$30 million and more than 1,500 affordable homes – and more on the way – we're proud to support over 2,700 people through housing and community-based programs.

- **Our vision** is equitable housing in pursuit of thriving communities. We accomplish this by providing safe, affordable homes with new developments coming in the future.
- **Our mission** is to advance the independence of individuals and families through equitable housing and supportive services.
- **Our values** are authenticity, leadership, respect and social justice. These shared values gives us direction for our daily work and helps us work better together.
- **Our model** is one of “housing with heart” – it incorporates housing first and harm reduction strategies.

## How to Apply

**Candidates with finance or accounting experience and who bring a strong commitment to non-profit housing and an understanding of community needs are invited to submit a resumé and completed Board Candidate Application below to: [EA@pacificahousing.ca](mailto:EA@pacificahousing.ca)**

- Expertise in finance or accounting are key needs for this position. If this skillset has been applied to property management, capital assets, or real estate development it will be considered an asset.
- Pacifica Housing values diversity and inclusion and actively seeks candidates that are representative of the diverse communities we serve.

***Submissions for this round of recruitment will be accepted until July 14<sup>th</sup>, 2026, or until the position is filled.***

[WWW.PACIFICAHOUSING.CA](http://WWW.PACIFICAHOUSING.CA)

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## Board of Directors Candidate Application

Thank you for considering volunteering for our Board of Directors and participation in the governance of our organization.

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Pacifica Housing is one of the largest providers of affordable housing and supportive services on Vancouver Island. Pacifica Housing provides housing, services, and employment to community members from a variety of backgrounds, cultures, religions, genders, and sexual orientations.

We are seeking board members who have a variety of skills, experience, cultures, views, and experience to aid in governing our organization.

### **We are seeking board members who:**

- Are aware of Pacifica Housing and the work we do.
- Have experience and understanding of the affordable housing sector.
- Feel they can add value to Pacifica Housing
- Bring personal experiences and views to the Board that represent the people we serve.
- Have some experience with non-profits, non-profit boards, or skills to aid in governance. (These may include – finance, policy, law, housing, communications, fundraising, etc.)

### **When submitting an application please include the following:**

- A Cover Letter outlining your interest in being a board member, your understanding of Pacifica Housing, and your personal and professional experience that will bring value to our board.
- A completed Diversity Matrix (Skills, Experiences, Culture, Views and Experiences)
- A Resume
- Two References

## **INFORMATION FOR POTENTIAL BOARD CANDIDATES**

The Pacifica Housing Board serves a governance role. At the highest level, responsibilities as a Board begin with the Board Mandate as articulated in the Board Governance Manual. The mandate of the Board of Directors is to act on behalf of the Association to:

1. Ensure the Association achieves its vision and mission
2. Advocate for the interests of the Association
3. Protect the assets and reputation of the Association

Participation as a Director of Pacifica Housing is rewarding, interesting, and provides a high level of satisfaction. It is an opportunity to make an important contribution to the well-being of thousands of individuals and families.

It is also an opportunity to join a collaborative and collegial group that makes the vast majority of its decisions by consensus. Board members bring a wide range of expertise, respect for all opinions and a sense of humour to the Board meetings.

## **EXPERIENCE, SKILLS AND QUALIFICATIONS**

Pacifica Housing is currently seeking individuals to join our board who possess any or a combination of the following:

- Non-profit experience and knowledge of the housing sector, funding affordable housing development, and/or government relations;
- Understanding of community needs through lived experience, social work or related background;
- Technical skills and experience in any of the following: strategic planning, human resources, financial management and oversight, accounting, investment management, legal/regulatory, fund development, public relations, governance, real estate development and property management, technology, and social enterprise;
- Pacifica Housing values diversity and inclusion, and therefore actively seeks candidates that are representative of the diverse communities we serve.

We are looking for individuals with:

- a strong commitment to non-profit housing and supportive services that advance the independence of individuals on Vancouver Island;
- an ability to think strategically and a willingness to challenge an unjust status quo; and
- a willingness to promote Pacifica Housing.

## ELIGIBILITY

Any person over the age of 18 and who meets the requirements as set out by the *BC Societies Act* and/or the advertisement may apply to become a member. A director of a society **cannot**:

- be declared incapable by a court;
- be an undischarged bankrupt;
- have been convicted of fraud or certain other criminal offences within last 5 years (unless they received a pardon); or
- be under the age of 18.

Individuals **cannot** have been Pacifica Housing staff, resident, client or a contractor to Pacifica Housing within the past 3 years. Pacifica Housing residents and clients may apply to join the Pacifica Housing Community Advisory Committee.

## HOW TO APPLY

Potential candidates are requested to submit a completed Board Candidate Application and a brief statement about why they are interested in serving on the Board. The Nominating Committee will interview shortlisted candidates to assess whether they have the experience, qualifications and references required of Directors. Only those candidates who have successfully completed the process are presented and referred to the Board of Directors for election to Pacifica Housing's Board.

Before submitting an expression of interest, potential candidates are requested to consider the following:

1. Directors are expected to attend all meetings. Board of Directors meets monthly on the 3rd Tuesday of the month, except July, Aug & Dec
2. Board and Committee meetings are held virtually, over zoom, with the exception of the June and November Board meetings, which will be in-person.
3. In addition to serving on the Board of Directors, Directors are expected to serve on at least one Board Committee. Currently the standing committees are Development, Finance, and Governance. From time to time, task forces and ad-hoc committees may also be established to consider emerging issues for the Association.
4. Directors are expected to commit to two-year terms.
5. This is a volunteer position. Directors are not remunerated for their participation as a Board member, although certain pre-determined out-of-pocket expenses incurred while carrying out board activities are reimbursed.

Application submissions for this round of recruitment will be accepted until \_\_\_\_\_. Please forward your expressions of interest to the Governance Committee, by email: [ea@pacificahousing.ca](mailto:ea@pacificahousing.ca)  
**No phone calls, please.**

Candidate:	<b>Relevant Experience and Background</b>
<b>Industry Knowledge/Experience</b>	
Non-profit experience	
Knowledge of housing sub-sector	
Understanding of community needs	
Government relations/Understanding of legislative process	
<b>Technical skills/Experience</b>	
Strategic Planning	
Human Resources	
Financial Management/Accounting/Oversight	
Governance/Legal/Regulatory	
Fundraising	
Communications/Public Relations	
Real Estate Development/Property Management	
Investment Management	
Technology	
Social Enterprise	
<b>Demographic Background</b>	
<b>Age</b>	
18-34	
35-44	
45-54	
55+	
<b>Ethnicity</b>	
Asian	
Black/Person of Colour	
Indigenous/First Nations/Inuit/Metis	
Caucasian/White	
Other	
<b>Gender</b>	
Male	
Female	
Other	
<b>Other Questions</b>	
Do you identify as having a disability?	
What sexual orientation do you identify with?	
Do you have lived or living experience that is representative of the people Pacifica Housing serves?	