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Plan Institute is looking for new folks to join our Board of Directors!

About Plan Institute:

Plan Institute is a nationally registered charity whose mission is to empower people with disabilities to lead a good life. We do this through:

- Innovation – We engage in innovative community-based projects and partnerships that help empower those living with disabilities.
- Education – We offer educational initiatives designed for individuals, families, and organizations, including workshops, courses, retreats, publications, and resources.
- Leadership – We provide collaborative leadership by convening a diverse group of stakeholders to encourage public policy reform and system transformation.

Plan Institute envisions a future where all people with disabilities lead a good life. For Plan Institute, the concept of a good life means: being financially secure; contributing to and participating in caring and inclusive communities; being respected and empowered to make decisions; knowing the loving support of friends and family; choosing a place to live and call home; and having a well-planned future.

We build on the 30+ years of our sister organization, PLAN (Planned Lifetime Advocacy Network), and their experience working with families to build a good life for people with disabilities.

In this 2019 video, we discuss why Plan Institute was founded, some of our accomplishments over the years, and our hopes for the future: [Plan Institute 20th Anniversary Video](#).

Visit our website to find out more: www.planinstitute.ca.

Desired Skills and Experience for Position:

- A person with a disability or lived experience of disability

- Lived experience as a family member to a disabled person, including non-traditional family formations or caregiving roles
- Professional experience in any of the following areas:
 - non-profit programming and administration
 - legal and regulatory compliance for non-profits
 - fundraising and resource development
 - finance and accounting
- Passionate about improving the lives of people with disabilities
- Optional experience as a Board member of a not-for-profit
- Knowledge of the disability community in Canada, especially in provinces other than British Columbia.

Plan Institute is committed to a safe, inclusive, and collaborative environment in which all individuals are treated with respect and dignity. As such, individuals from diverse backgrounds, especially Indigenous, Black, and persons of colour, 2SLGBTQIA+ folks, (im)migrants and refugees, low income/economically marginalized persons, neurodivergent people, those with chronic illness, and otherwise disabled people who are not traditionally represented are encouraged to apply. We are committed to centring the voices of those we serve, and see the diversity of our board as a core strength in our organizational structure.

Commitment & Responsibilities:

- The new board member would be elected at our October 21st, 2025, Annual General Meeting (held in October each year)
- The Board meets six (6) times per year. Additional meetings may be called at the request of the Board Chair if necessary.
- Each board meeting will be one and a half hours in length, generally occurring on a Tuesday between 2:00 and 3:30 PM, Pacific Time.
- Board meetings are all held remotely via Zoom.
- Board members' terms are three (3) years each
- Maximum term is two consecutive terms (six years), after which Board members are required to step down for one year before being eligible to serve again.

If appointed, board directors ensure that the charity is in line with good practice and in accordance with the organization's governing documents and legal requirements. Plan Institute's board is not a working or fundraising board. The board is responsible for overarching governance, including overseeing strategic planning, supporting the Executive Director, and generally envisioning the "big picture" for Plan Institute.

Expressing Interest in Becoming a Board Member:

In lieu of a cover letter, we have a [short survey application](#) with a few prompts to learn more about you and your motivation for joining our board. At the end, you will be asked to upload your latest resume.

Plan Institute especially welcomes and encourages applicants with disabilities. Accommodations are available for candidates in all aspects of the selection process and throughout their term as a director. Accessible formats and communication supports are available for applicants on request by contacting Plan Institute's Administrator, Hannah Sullivan Facknitz, at hfacknitz@planinstitute.ca.

Applications are open until **July 18th, 2025 at 11:59 PM PDT**. If you have any issues with the form or upload, please contact our administrator at hfacknitz@planinstitute.ca. We will be in touch after the posting closes, and we thank everyone for their interest in serving our community.