CPAWS- BC Chapter: Board of Directors Recruitment

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Introduction

About CPAWS-BC
The Canadian Parks and Wilderness Society is Canada’s grassroots voice for wilderness. Since 1963 we have led in creating over two-thirds of Canada’s protected areas. That amounts to over 400,000 square kilometres. Our vision is to keep Canada’s public land and water wild forever. CPAWS believes that by ensuring the health of the parts, we ensure the health of the whole, which is our health too.

As a national charity with 13 chapters, over 150,000 supporters, and hundreds of volunteers, CPAWS works collaboratively with governments, local communities, industry and Indigenous peoples to protect our country’s amazing natural places. We are also on guard to ensure that our parks are managed to protect the nature within them. CPAWS-BC was established in 1992 and has played a leading role in more than doubling the amount of combined terrestrial and marine protected areas in the province. We are currently working to ensure the establishment of many new, large land and ocean protected areas in BC.

CPAWS-BC work to striving for justice, equity, diversity and inclusion

Commitment to Decolonization: CPAWS-BC works on the stolen lands and waters of Indigenous peoples. Indigenous peoples have stewarded their territories for thousands of generations, and continue to today. However, colonization, genocide, and oppression intentionally severed Indigenous peoples’ relationship with the land and ocean. Conservation efforts have a long history of perpetuating systemic oppression and erasure by forcibly removing people from their land. As a conservation organization, we have a responsibility to decolonize our work and to ensure that we are supporting Indigenous leadership to identify, create, and manage protected areas and ecosystems.

We, the staff and Board at CPAWS-BC, recognize that decolonization is an ongoing process that requires all of us to be actively involved and responsible. CPAWS-BC is committed to justice, equity, diversity, and inclusion within every aspect of our work to protect lands, inland waters, and ocean. We commit to be more inclusive, respectful, and honour Indigenous peoples in all aspects of our work.

- We will intentionally create an inclusive organizational culture that supports Indigenous colleagues, Board Members, volunteers and partners.
- We will work with our Indigenous partners to purposefully incorporate Indigenous Knowledge into campaign and organizational strategies when invited to do so.
- We will advocate for Indigenous co-governance and co-management of protected areas, and support other types of Indigenous-led conservation where we have shared values.

Defending BC’s land and ocean since 1992
• We will prevent our intrusion on space being claimed and reclaimed by Indigenous people in the conservation movement.

• We will continue to focus on building relationships with Indigenous peoples whose land and ocean we work on.

• We will stand beside our Indigenous partners at stakeholder and government discussions on conservation.

• We will push ourselves and the broader conservation movement to continue to challenge our engagement in decolonization and to hold each other accountable.

• We will offer meaningful support and resources to Indigenous conservation processes when we are invited and able, and there are shared goals.

• We will listen to and bear witness to the Indigenous stories of these lands, waters and people as we continue to build our understanding of what it means to partner with and demonstrate allyship to Indigenous peoples.

Opportunity to join the CPAWS-BC Board of Directors and how to apply
We have an exciting opportunity to add up to 3 more Board Members to the CPAWS-BC Board of Directors. Below you will find a short description of what is required of Board Members and the typical time commitment involved. You will also find a description of our different executive roles. Please note that all Board of Directors positions are volunteer and are unpaid.

Board recruitment process
We care greatly about adding new board directors that will help advance conservation in a context of justice and equity. We aim to increase diversity on the board and we are actively engaged in learning and shifting our practices, actions, conversations, decisions and processes. We understand that this is a long process and we are committed to putting in the time, resources and energy.

We will reach out to possible candidates directly and also invite interested folks to get in touch with us. To help us assess good fit, please answer the following questions if you decide to apply directly:

• Relevant experience and/or employment (attach a resume if relevant)
• Why are you interested in our organization?
• Area(s) of expertise/contribution you feel you can make
• How can you contribute to advancing conservation with a justice and equity lens?

Please send your answers to: recruitment@cpawsbc.org.

We will aim to respond to all applications. Our first step will be an informal conversation where we will share more about CPAWS-BC and the board role and hope to learn more about you. Should there be a mutual good fit, we will share more information and might invite you to visit a board meeting and/or attend upcoming events.

Recruitment is an ongoing process and we accept expressions of interest at any time.
Board Member At large - Details

While there are many types of Boards, CPAWS-BC’s Board is a *governance* Board, as opposed to an *operational* Board. That is, the organization’s work is done by staff, not Board Members. The role of Board Members is to ensure that the organization stays true to our mission and meets our fiscal and legal requirements.

**Board Member Role and Expectations:**

- Regularly attends all board meetings (approximately 4 per year) and important related meetings/events, where possible.
- Makes a serious commitment to participate actively in Board work.
- Makes a serious personal commitment to learning from and with others, especially around justice, equity, diversity and inclusion in relation to conservation as well as good governance.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Prepares themselves well for meetings, and reviews and comments on minutes and reports prior to meetings.
- Gets to know other Board members and builds a collegial working relationship that contributes to consensus.
- Participates in fundraising for the organization where appropriate and under the guidance of the Development Director and ED. In addition, as a board team we commit to individually making a personal financial contribution to CPAWS-BC at a level that is meaningful and appropriate our personal budget and situation, no later than December of each year and without having to be asked.
- Acts as an advocate for the organization and works to steward donors, where possible.
- Commits to assisting recruiting, selecting, and training successive board members.

**Average Time Commitment:** One 2-3 hour Board meeting per quarter, which requires some prep work to review and summarize the organization’s monthly financial statements, staff report, etc. Additional meetings may be called if required.

**Board Member Term Limits:** Board members term limits are set at three years, with the hope that all Board members will remain for the full term. No Board member can stay on the Board for more than two terms, and second terms should only be pursued with specific rationale: e.g. Board member taking on, or within, an executive role, or committing to bring something additional to the Board, etc.

**Skills and experience:**

- Values that are consistent with CPAWS-BC, including an understanding of conservation issues in British Columbia and having a passion for BC’s wilderness and ocean.
- Experience on a Board of Directors or working with a Board of Directors is helpful.

Please note, the following executive roles are listed for information. We are not always recruiting for all roles.
Executive Positions: at a Glance

Board President

Key Roles of the Board President:
- Leads the Board to carry out its governance functions
- Ensures the Board has approved policies and processes in place to help ensure sound and compliant governance and management of the organization.
- Partners with the Executive Director to review and refine the organization’s impact measures
- Assesses the performance of the Board and its committees when required, and makes changes if necessary
- Assures ongoing recruitment, development, and contributions of Board members
- Partners with the Executive Director to help ensure the Board’s directives, policies, and resolutions are carried out
- Coordinates an annual performance review of the Executive Director
- With the support of the Executive Director and the Secretary, sets priorities and creates agendas for meetings of the Board
- Presides over meetings of the Board
- Serves as an ambassador of the organization and advocates its mission to internal and external stakeholders

Qualifications
- Experience in strategic planning, ideally related to nonprofit organizations
- Direct management experience
- An ability to lead and manage complex programs or projects
- An ability to facilitate diverse groups of people in making collaborative decisions
- A demonstrated history of good interpersonal skills and an ability to interact with other members in a professional manner

Secretary

Secretary Key Roles:
- Maintain records of the Board (e.g., contact information, etc.) and work with the Executive Director to ensure effective management of organization’s records
- Coordinate and distribute Board meeting agendas, minutes, and other relevant documents at least two weeks prior to meetings
- Record minutes of Board meetings and follow up with other Board members when questions arise from minutes
- Ensure draft minutes are distributed to members within 2 weeks after each meeting by posting them on Basecamp

Qualifications
- An ability to be organized, and to support keeping others organized as well
- An ability and desire to take concise meeting notes
- An adequate level of writing proficiency and access to a computer
• High levels of comfort using a wide variety of online software (e.g. Basecamp, Google Docs)

**Treasurer**

**Key Roles of the Treasurer:**
• Works with the Exec to review finances of the organization and advise the Board of issues that arise
• Fiscal oversight of the organization and is a signatory on the organization's bank account
• Reviews the annual budget prior to being presented to the Board for approval
• Produces a quarterly, plus for the AGM, financial report to the Board (with the support of the Executive Director)
• Supports the development and Board review of financial policies and procedures

**Qualifications**
• Training in financial reports (e.g. balance sheets, income statements, etc.), and some financial background, ideally with nonprofits.
• Passionate about and able to translate financial information and financial concepts for the board; and an ability to explain and re-frame the reports until everyone understands them.
• An ability to interpret and translate the board’s questions, goals, or concerns about the financial information or financial situation to staff.