

Board of Directors – Board President

Job Description

Last updated: August 2023

About CPAWS-BC

The Canadian Parks and Wilderness Society (CPAWS) is Canada’s only charity dedicated to the protection of public land, freshwater and ocean with a strong national and regional presence across the country. Working in a way that respects the sovereignty and leadership of Indigenous nations, we are focused on conserving nature to respond to the dual crises of accelerated biodiversity loss and climate change.

With almost 60 years of success, we are Canada’s leader in conservation and have played a lead role in protecting over half a million square kilometres – an area bigger than the entire Yukon Territory! Our vision is that at least half of land, freshwater and ocean in Canada is permanently protected to sustain nature and people for current and future generations.

The CPAWS British Columbia chapter (CPAWS-BC) works to protect wilderness in every corner of BC and deep into the ocean. We have been defending BC since 1978 and are dedicated to keeping BC’s natural environment thriving forever. Nature is BC’s best hope.

CPAWS-BC works on the unceded territories of Indigenous Peoples. We recognize that all people have the right to a healthy environment. Identity, culture, and survival are often deeply rooted in people’s connection to the land and ocean. However, not all people have equal access to and decision-making powers over the use of land and ocean. As a conservation organization, we have the responsibility to uphold the values of justice, equity, diversity, and inclusion of marginalized voices and perspectives.

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. CPAWS-BC’s hiring practices give priority to Indigenous, Black, and racialized people and those who face systemic barriers to employment.

Opportunity to join the CPAWS-BC Board of Directors and how to apply

We have an exciting opportunity to **add up to 4** 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.

If you are interested in joining the CPAWS-BC Board of Directors, please email your resume and a short cover letter describing why you are a good fit for the Board to recruitment@cpawsbc.org and *please*

Our office is located on the unceded lands of the Coast Salish Peoples.

include in your cover letter whether you would be interested in any of the executive roles, and if so, which one(s) and why.

The deadline for applications is September 22, 2023.

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.

General Board Member Role and Expectations:

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. All Board members are expected to:

1. Regularly attends all board meetings (approximately 5 per year) and important related meetings / events, where possible.
2. Makes a serious commitment to participate actively in Board work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
4. Prepares themselves well for meetings, and reviews and comments on minutes and reports prior to meetings.
5. Gets to know other Board members and builds a collegial working relationship that contributes to consensus.
6. Participates in fundraising for the organization where appropriate, including making a personal financial contribution to CPAWS-BC at a level that is meaningful, no later than December of each year and without having to be asked.
7. Acts as an advocate for the organization and works to steward donors, where possible.
8. Commits to assisting recruiting, selecting, and training successive board members.

Board Elections and Term Limits:

In accordance with the society's bylaws, elections for directors will normally occur at the annual general meeting and will take office commencing at the close of the annual general meeting. The term of office will normally be **two 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 **three terms**, and third 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.

Directors may be elected for up to three (3) consecutive terms, regardless of the duration of such terms. A Person who has served as a Director for three (3) consecutive terms may not be re-elected for at least two (2) years following the expiry of their latest term.

Average Time Commitment: One 2.5 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 members are encouraged to actively participate in at least

one committee, which can take up approximately 1-5 additional hours a month.

Qualifications

- Demonstrated experience related to the qualifications of at least one of the executive positions (see below)
- 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 preferred

Executive Positions: at a Glance

Board President

Key Roles of the Board President:

- The President is the chair of the Board and is responsible for guiding the other Directors in the execution of their duties
- Coordinates and facilitates the quarterly board meetings with the support of the Executive Director and the Secretary, sets priorities and creates agendas for meetings of the Board
- Has a deep understanding of the organization and Board initiatives
- Takes responsibility, along with the ED, for the overall resource plan of the organization
- Serves as an ambassador of the organization and advocates its mission to internal and external stakeholders. Serves a media spokesperson if the Executive Director is not available. Promotes the organization in the community
- Attends CPAWS national presidents' meetings
- Ensures there is a process of evaluation for Board members and the board as a whole which seeks to assess the performance of the Board and its committees when required. Leads changes if necessary
- 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 help ensure the Board's directives, policies, and resolutions are carried out
- Partners with the Executive Director to review and refine the organization's impact measures
- Assures ongoing recruitment, development, and contributions of Board members
- Coordinates an annual performance review of the Executive Director
- Is the custodian of human resource documentation and related correspondence
- Is an authorized signing officer of the society

Qualifications

- Experience in strategic leadership and management, ideally related to nonprofit organization
- Direct management experience with mid-high level knowledge of core business pillars (e.g. HR, finance, marketing)
- An ability to lead complex programs or projects
- An ability to facilitate diverse groups of people in making collaborative decisions
- A demonstrated history of good interpersonal skills
- Knowledge of and commitment to current and equity-focused governance organizational governance practices

Board Vice-President

Key Roles of the Board Vice-President:

- The Vice-President is the vice-chair of the Board and is responsible for carrying out the duties of the President if the President is unable to act

- Supports the Board President where necessary and acts as the President in their absence. Specific roles of the Board President that the Vice President should support include:
 - Assessing the performance of the Board and its committees when required, and makes changes if necessary
 - Assuring ongoing recruitment, development, and contributions of Board members
 - Ensuring the Board's directives, policies, and resolutions are carried out
 - Coordinating an annual performance review of the Executive Director
 - Serving as an ambassador of the organization and advocates its mission to internal and external stakeholders
- Provides continuity in the leadership of CPAWS-BC, ideally through the commitment to a full two-year term as Board President after the one-year Vice President term is up.

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:

- The Secretary is responsible for doing, or making the necessary arrangements for, the following:
 - a. issuing notices of the AGM and Board meetings;
 - b. taking minutes of the AGM and Board meetings;
 - c. keeping the records of the Society in accordance with the Societies Act (except for those records for which the Treasurer is responsible);
 - d. conducting the correspondence of the Board; and
 - e. filing the annual report of the Society and making any other filings with the Registrar under the Societies Act
- 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, action items, 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 the Board portal

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. Google Workspace / Office)

The position works closely with the Board President and the Executive Director, who support the Secretary with private secure access to the Board portal.

Treasurer

Key Roles of the Treasurer:

- The Treasurer is responsible for doing, or making the necessary arrangements for, the following:
 - receiving and banking monies collected from the Members or other sources;
 - keeping financial records, including books of account, in respect of the Society's financial transactions in accordance with the Societies Act and the Income Tax Act;
 - preparing the Society's financial statements and rendering the same to the Directors, Members and others when required; and
 - making the Society's filings respecting taxes
- Works with the Executive Director 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
- Supports the development and Board review of financial policies and procedures

Qualifications

- Thorough understanding of financial reports (e.g. balance sheets, income statements, etc.), and some financial background, ideally with nonprofits
- 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

The position works closely with the CPAWS-BC staff and Executive Director, who support the Treasurer with ideas generation, access to past files, database information, etc.