



#102-2957 Jutland Rd.
Victoria, B.C.
V8T 5J9
Toll Free: 1-800-387-9853
Local: 250-940-9780
Fax: 250-590-6614

Seeking Board of Directors

The Habitat Conservation Trust Foundation (HCTF) is seeking new members to serve on the Board of Directors - As a member your work has a direct impact in approving over \$10 million dollars each year in fish and wildlife projects and our education program. Through your work you will network with fish and wildlife experts from around the province, contribute to integral conservation work, and become familiar with what makes projects successful through a sound review process.

HCTF is a non-profit foundation administering a broad range of conservation funds and granting programs that benefit fish, wildlife and their habitats in BC. HCTF has a long history of supporting important fish and wildlife projects in all regions of British Columbia. Since 1981, HCTF has invested over \$200 million in over 3500 projects. Conservation surcharges on angling, hunting, trapping and guide outfitting licences provide the primary source of revenue along with funding from government contributions, court awards and donations. Please visit our website <https://hctf.ca/about> to learn more about HCTF.

JOB DESCRIPTION

The Board of Directors provides strategic direction to the organization. The Board has the following responsibilities:

- Establishing strategic objectives and a performance management framework regarding the direction of the Foundation and the Trust;
- Establishing funding priorities, consistent with the Trust purposes, for approving grant applications;
- Ensuring accountability and that appropriate controls are in place regarding administrative, financial and scientific/technical performance of the Trust;
- Reviewing funding opportunities, policy changes, and other opportunities that will further the objectives of the Trust;
- When possible, promoting Foundation and Trust activities at stakeholder events, media outlets, and other communications venues.

Members

The Board of Directors is comprised of 10-13 members including members appointed from the Minister that oversees the *Wildlife Act*, the British Columbia Wildlife Federation, the Guide Outfitters Association of British Columbia, the British Columbia Trappers Association, and four to seven additional 'At-Large' members. A Board member's term of office is up to 3 years and a Board member may be reappointed up to a limit of 9 consecutive years.



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Expertise

Board members collectively bring a range of expertise, including fish and wildlife management, ecology and forestry, conservation science, financial management, business, governance, education, community and environmental stewardship, strategic planning, communications, or other skills relevant to and of value to the Society.

The Board is looking to broaden its collective experience by including Indigenous perspectives, increasing Board diversity and fisheries knowledge.

Values and Guiding Principles of the Board

- acts on behalf of the public's interest, not those of any single group
- conducts business in a professional, collaborative, and balanced manner
- bases actions and decisions on knowledge, experience, and common sense
- is accessible and accountable

Duties and Time Commitments

Members attend Board meetings held three times per year: (i) spring, (ii) summer and (iii) fall and a video conference call in December. Meetings are generally held for three days and fall on weekends at locations throughout the province or may be held virtually. Two weeks prior to Board meetings, members are sent materials (e.g., proposals and decision documents) for review. The spring meeting is primarily to develop the expenditure plan for the upcoming fiscal year and reviewing proposals submitted for funding. The summer and fall meetings are primarily to review existing and develop new policies, review ongoing business matters, and generally include field trips to view projects.

It is recognized that Board members are required to make a significant time commitment to prepare, travel and meet for Board meetings. In addition, members may represent HCTF at public events and participate on Board sub-committees. Remuneration is paid for travel expenses, meetings (including preparation and travel time) and other Board approved events.

Application process and deadlines.

- Please submit a resume and cover letter to the CEO (Dan Buffett) by 4:30pm on June 6, 2022.
- The Board Recruitment Committee will evaluate all candidates by the end of June 2022
- For further inquiries, please contact the CEO (Dan Buffett) dan.buffett@hctf.ca, 250-940-9788