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## Seeking Board of Directors/Trustees

The Habitat Conservation Trust Foundation (HCTF) is seeking new directors to serve on the Board of Directors. As a member, your work has a direct impact on approving over \$10 million 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, direct conservation investments, 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 B.C. It is a society established under the Society Act to act as Trustee for the Habitat Conservation Trust (HCT). HCT is a statutory trust established under the *Wildlife Act* with a long history of supporting important fish and wildlife projects in all regions of British Columbia. Since 1981, HCTF has invested over \$214 million in over 3,700 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.

### 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; and
- When possible, promoting Foundation and Trust activities at stakeholder events, media outlets, and other communications venues.

### Directors

The Board of Directors is comprised of 10-13 directors including directors appointed from the Ministry 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' directors. 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.

## Expertise

Board directors bring a wide 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 also looking to broaden its collective experience with 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 of Board Directors

Directors 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, directors 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 policies and develop new ones, review ongoing business matters, and generally include field trips to view projects.

## Time Commitments

While time commitments will vary, approximately 22 days will be required to prepare, travel and meet for Board meetings. In addition, directors may be asked to represent HCTF at various public events and to 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

- **Submit resume and cover letter by 4:30 pm PST Friday, December 8, 2023** to the Chief Executive Officer, Dan Buffett at [dan.buffett@hctf.ca](mailto:dan.buffett@hctf.ca)
- The Board Recruitment Committee will evaluate candidates in January 2024
- For further inquiries, contact Dan Buffett at [dan.buffett@hctf.ca](mailto:dan.buffett@hctf.ca), 250-940-9788