HABITAT CONSERVATION TRUST FOUNDATION

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

Join the Board of the Habitat Conservation Trust Foundation

Help Shape Conservation Across British Columbia

The Habitat Conservation Trust Foundation (HCTF) is seeking experienced and community-minded leaders to join its Board of Directors. Directors play a critical role in guiding more than $10 million annually in conservation investments that support fish, wildlife, habitat stewardship, and environmental education throughout B.C. Board service offers a unique opportunity to contribute strategic leadership, shape conservation priorities, and collaborate with experts, Indigenous partners, governments, and conservation organizations from across the province.

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 *Societies 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. 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. Since 1981, HCTF has invested over $250 million in over 3,700 projects. Visit our website to learn more.

JOB DESCRIPTION

The Board of Directors provides strategic direction with 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 ‘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.

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Expertise

Board directors bring a wide range of expertise, including fish and wildlife management in B.C., ecology and forestry, habitat restoration, applied conservation science, financial management, governance, education, community and environmental stewardship, strategic planning, evaluation of grant proposals, communications, and other skills relevant to and of value to the Foundation.

The Board is particularly interested in candidates with experience in one or more of the following areas: wetland restoration, ecosystem restoration, and cross-disciplinary fish and wildlife stewardship and management.

Why Serve on the HCTF Board?

Board service provides an opportunity to contribute to meaningful conservation outcomes throughout British Columbia while expanding professional networks and governance experience. Directors help steward one of the province's most significant conservation funding programs and provide oversight for strategic investments that benefit fish, wildlife, and habitats for future generations.

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 develops the expenditure plan for the upcoming fiscal year, and reviews 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

Board service requires an active and ongoing commitment. In addition to attending and preparing for Board meetings, directors are expected to actively engage in governance discussions, committee work, and occasional public representation of the Foundation. Directors should anticipate dedicating approximately 22 days annually to Board meetings, preparation, and travel, plus 1 to 5 days per year for committee activities. Remuneration is provided for travel expenses, Board meetings, and other Board-approved activities, including preparation and travel time.

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Application Process and Deadlines

- **Submit resume and cover letter by 4:30 pm PCT Tuesday, December 15, 2026** to the Chief Executive Officer, Dan Buffett at dan.buffett@hctf.ca
- In your cover letter, please describe your knowledge and experience of fish and wildlife conservation in B.C., governance experience, leadership strengths, and relevant professional expertise. Explain how your background and perspective will contribute to the effectiveness of the Board and support HCTF's conservation mission across British Columbia.
- The Board Recruitment Committee will evaluate candidates in January 2027
- For further inquiries, contact Dan Buffett at dan.buffett@hctf.ca, 250-940-9788