



## **Fraser Valley Conservancy Board Member Roles and Responsibilities**

### **Overview:**

The Fraser Valley Conservancy (FVC) is a land trust whose purpose is to promote the acquisition and preservation of areas with ecological and historic value in the Fraser Valley. Our vision is to be a leader in environmental and heritage conservation through partnerships, education and action.

The FVC collaborates, develops and completes research and mapping initiatives with local and regional governments to identify and target key priority areas to protect. We also support private landowners and communities in stewardship activities through our Outreach Programs. We have strong ties to the City of Abbotsford and the Abbotsford Community Foundation who helped form our organization in 1998. We continue to build strong relationships with the City of Chilliwack, the District of Mission, the Fraser Valley Regional District and other like-minded Environmental Non-Governmental Organizations.

A board member who is elected at an Annual General Meeting (AGM) is appointed to the board for a two-year term. Positions on the Executive (President, Vice President, Secretary and Treasurer) are agreed upon by the board at the first meeting after the AGM. A board member who is appointed between AGMs takes over the term of the vacancy they are filling. This is a volunteer position and there is no financial compensation for attending meetings. The benefit to being a FVC board member is sharing and participating in conserving the biodiversity of the Fraser Valley.

### **Description of Duties:**

- Understand and be familiar with the mandate/charitable goals of the FVC and its Society Bylaws; ensuring that all correspondence and representation of the FVC occurs in a professional manner that respects the FVC's mandate.
- Attend regular evening meetings every 6 weeks 7-9pm at the Mission office (or other agreed upon location) and the Annual General Meeting.
- Review previous meeting minutes, draft agenda and circulated reading material, prior to the meeting
- Participate in meeting discussion; we follow a version of Roberts Rules and encourage open discussion and questions from all members in a casual environment. If the content of the meeting warrants it, a more formal meeting protocol will be implemented.
- Make decisions around the land acquisitions made by the FVC, ensure the organization is being run in an effective and fiscally sound manner, represent the FVC at public events, and participate in fundraising and donor drive initiatives.



- Responsible for ensuring the Executive Director (ED) is fulfilling his/her role and completes an annual review of his/her performance. The ED oversees all the day-to-day business aspects of the organization and reports any concerns to the board during the board meetings, or via email between meetings as needed. Board members may be required to address any and all aspects of the FVC business in the absence of an Executive Director or if they have received a complaint about the ED in the delivery of his/her work.

If a board member is unsure on any of the FVC policies or above duties, it can be brought up with the board and will be explained more fully.