



Stewardship Pemberton Society

Board of Directors – Nomination Package

Dear Nominee,

Thank you for your interest in seeking a role on the Board of Directors for the Stewardship Pemberton Society. People like you help us achieve our mission of protecting natural systems and biodiversity in a changing world through community-led collaboration by sharing, listening, and acting - for now and all future generations.

Included in this package you will find:

- Information on eligibility and the election process
- Director roles, requirements, attributes
- Conflict of Interest Guidelines

Nomination packages should be sent to SPS via email to stewardshippemberton@gmail.com by May 21, 2024.



Eligibility for Nomination

Individuals applying to become a Director are asked to secure a nomination from a current or past SPS Board Director or employee. If you do not have an existing contact to act as a nominee, we are happy to put you in touch with a current Director; to arrange a meeting, please contact stewardshippemberton@gmail.com

Election Process

SPS members will vote on nominations at SPS's Annual General Meeting (AGM) on May 28, 2024. Following the AGM, details about the successful nominations and the 2024 Board will be shared with members via e-mail.

Role of the Board of Directors

The Board of Directors is responsible for the governance of our organization. This responsibility can be broken down into five key elements:

- Provide strategic leadership & direction for SPS
- Set the conditions for organizational success; monitor and assess performance
- Ensure the organization's financial health and sustainability; protect SPS assets
- Protect the best interests of the organization and the environment it exists to serve
- Serve on committees or working groups to help put the SPS vision into action

As a volunteer 'working board', SPS Directors undertake operational projects to actualize strategic goals. This may happen through ongoing committees, or as ad-hoc projects with just a few meetings needed to work together on specific actions (e.g. organization of a large event or setting strategy around a particular issue). Committees are made up of directors, staff and volunteers.



Requirements and Attributes of a SPS Director

As a Director on the SPS Board, it is expected that you will act honestly, in good faith and in the best interests of the society, and exercise the care, diligence, and skill of a reasonably prudent person

Participation as a Director on the SPS Board of Directors requires a commitment of time and energy. The following provides an estimate of the anticipated required hours:

- Generally, monthly meetings of 1-1.5hrs, exact dates TBD. Expect about 1.5-2 hours preparation time for each meeting.
- It is anticipated that each Director will participate on a committee or projects; time commitments will vary according to committee or project

Skills that will help you to be successful as a volunteer Board Director with SPS might include:

- Effective interpersonal and collaboration skills
- Willingness to learn, ask questions and contribute
- Ability to approach challenges through a solutions-focused approach
- Experience in Board governance, financial literacy, or leadership
- Knowledge of local, provincial and global environmental issues

Tips for success from past directors:

- Regularly attend SPS events and programs to stay connected to work ‘on the ground’
- Make a serious commitment to contributing to the success of SPS: Stay informed, prepare well for meetings, comment on minutes and share reports for your area of responsibility
- Willingly accept responsibilities of your position and complete them thoroughly and on time
- Get to know other Board members and build a positive working relationship
- Be an active participant in the Board's annual evaluation and planning efforts
- Participate in community engagement events and forums
- Be an ambassador for positive environmental stewardship



Conflict of Interest

The primary objective of these guidelines is to preclude SPS Board Directors from participating in matters where their economic self-interest may conflict, directly or indirectly, with their obligations to the organization.

Some examples include:

1. Property ownership - Board Directors must not involve themselves in issues pertaining to their own property(s).
2. Business or employment interests - Board Directors must not involve themselves with issues related to their own businesses or place of employment.

If a conflict of interest arises, it is expected that the particular Director will remove themselves from the discussion. If this does not occur, another Director not in conflict may request that the affected Director remove themselves from the discussion. If 2 or more directors perceive a potential conflict of interest, then the director that is being charged with conflict of interest must remove themselves from the discussion and any related voting.