



WILDSIGHT GOLDEN BOARD OF DIRECTORS HANDBOOK

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1. Vision, mission statement, top priority goals, and strategic priorities

Mission statement

The Wildsight Golden Branch empowers people to conserve, restore, and enjoy the Columbia and Rocky Mountain regions through education, research, and community action.

Our vision for our community and our landscape

We envision a resilient and vibrant Columbia Headwaters: healthy creeks, streams, rivers, and wetlands; teeming aquatic and terrestrial biodiversity; productive and diverse forests that support wildlife connectivity, recreation, and sustainable forestry; and clean air for all to breathe and share. We envision a Golden community where people are engaged on important ecological issues and value wilderness conservation.

Our branch aims to be a diverse group of engaged, passionate, inclusive, non-antagonistic, and committed members who work together to advocate for ecological conservation and integrity. We envision an influential and effective organization that is deeply involved in the governance of our freshwater and land resources and takes a collaborative approach¹ to developing and implementing a range of community-based programs.

Overarching Principles to support achievement of our vision

1. Combine Indigenous Knowledge & Science to protect Habitat
2. Build Climate Adaptation and Mitigation into all Conservation Activities
3. Always reflect upon/work towards/reinforce how we can change/reinforce legislation & policy as well as educate people on what these policies and laws are.
4. Cooperate and work with other organizations, form partnerships and continue to ensure Wildsight Golden has a coordinated and positive image.

Strategic priorities to build capacity and achieve goals

<u>Priority #</u>	<u>Title</u>	<u>Lead Board/Staff</u>	<u>Date started</u>	<u>Evaluation Dates</u>	<u>Next Evaluation</u>
1	Local Forestry Issues	Aita & Tyler leads	November 2021	January 2023	January 2024
2	Climate Action (including air quality, lowering	Calvin	November 2021	January 2023	January 2024

	waste & active transportation)				
3	Conservation Issues (Landscape & Biodiversity)	Natalie & Aita	November 2021	January 2023	January 2024
4	Environmental Education	Kate	Spring 2022	January 2023	January 2024
5	Cultivating & Strengthening Community Relationships	Leslie & all board	January 2023		January 2024

2 The relationship between Wildsight and branch organizations & the History of Wildsight Golden

Wildsight Regional and Wildsight Branches have a “Business Relationship Explainer” because sometimes it can be confusing for our employees, board members, volunteers, members, donors, and the general public to understand *what* the differences are between the two or even *why* there are differences. A lot of stakeholders think Regional and Branches are the same. In reality, Wildsight Regional and the 6 independent Wildsight Branches are separate Non Profit Organizations who work together under the same brand. While our values and mission *are* the same, our *operations* differ. Together, we are stronger and able to drive our mission further. That is why we share the brand.

The BIG difference between Wildsight Regional and Wildsight Branches is: **Wildsight Regional is a registered Canadian charity and Wildsight Branches are non-profit societies.**

There are currently 6 Wildsight Branches which are non-profit societies who have an agreement with Wildsight Regional. They are: Wildsight Golden, Wildsight Revelstoke, Wildsight Invermere, Wildsight Kim-Cran, Wildsight Elk Valley and Wildsight Creston.

The History of Wildsight Golden

You can find the history of Wildsight Golden on our website:

<https://wildsight.ca/branches/golden/wildsight-golden-a-history-of-golden-conservation/>

3. Constitution and Bylaws

Branch Constitution

1. NAME

The name of the Society is Wildsight, Golden Branch.

2. PURPOSE

The purpose of the Society are:

1. to promote the maintenance of a healthy, liveable environment for all life
2. to prevent and eliminate pollution;
3. to promote conservation;
4. to assist others in the pursuit of environmental conservation;
5. to investigate, study and correlate facts with respect to ecological and
6. pollution problems and make available such studies to the general public;
7. to develop strategies for the long term viability of our community in harmony with the above purposes.

Branch Bylaws

1. INTERPRETATION

1.1 In these bylaws, unless the context otherwise requires, words importing the singular include the plural; masculine includes the feminine, and vice-versa; and words importing persons include corporations.

1.2 "Act" means the Society Act of the Province of British Columbia as amended from time to time and any successor legislation thereto.

1.3 "Wildsight" means the legal charitable society named "Wildsight", society number S-22548, charity number 134892496 RR0001

1.4 "Regional Council" means the board of directors of "Wildsight"

1.5 "Society" means Wildsight **Golden** branch which is a society, # **S-35156**, that has been authorized by the Regional Council of Wildsight to use the Wildsight name and affiliate itself with Wildsight.

1.6 "Member" means a person that:

- a. is a member of Wildsight,
- b. chooses to be a member of the society, and
- c. is approved as a member of the Society by the directors of the Society.

1.7 "Directors" means those members who become appointed, elected or replacement directors in accordance with these bylaws and have not ceased to be directors, and a "Director" means any one of them.

1.8 "The "Board of Directors" means the Directors acting as authorized by the constitution and these bylaws in managing or supervising the management of the affairs of the Society and exercising the powers of the Society

2. MEMBERSHIP

2.1 Each member has one vote and is entitled to all the rights and obligations of membership.

2.2 A member ceases to be a member of the Society by any of:

- a. submitting his resignation in writing to Wildsight and/or the society,
- b. his death or incapacitation; or
- c. his expulsion by the Society.

2.3 Members have a duty to uphold the Society's constitution and to act in accordance with the Society's purposes. The directors may, by resolution, expel a member whose conduct is found by the directors to be detrimental to the Society or inconsistent with the Society's constitution or purposes.

4. Job descriptions for Board Members

What are the typical duties of a board member?

- There are certain general duties and responsibilities that all board members should adhere to, no matter their particular position on the board.
- Understand and demonstrate a commitment to the organization's mission and programs
- Keep up to date with issues and trends that affect the organization
- Prepare for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
- Attend meetings regularly
- Contribute skills and knowledge by participating actively in meetings and committee work
- Make inquiries when clarification or more information is needed
- Understand and monitor the organization's financial affairs
- Avoid any potential conflicts of interest
- Understand and maintain confidentiality
- Ensure the organization is complying with all legal and regulatory requirements
- Board positions will be renewed annually at the AGM

What are the typical duties of the Chair

1. The Chair of a Board, sometimes referred to as the President, will usually have the following duties and responsibilities:
2. Provides leadership to the Board of Directors, who sets policy and to whom the Branch Manager is accountable
3. Develops agendas for meetings with the Branch Manager
4. Chairs meetings of the board of directors
5. Ensures that board matters are handled properly, including committee functioning, recruitment of new board members, orientations, and meeting preparation
6. Helps guide and mediate board actions with respect to organizational priorities and governance concerns
7. Reviews with the Branch Manager any issues of concern to the board
8. Monitors financial planning and financial reports in concurrence with the treasurer
9. Annually evaluates the performance of the organization in achieving its mission and objectives
10. Annually reviews matters of governance that relate to the board's structure, role, and relationship to management
11. Annually organizes and puts together the AGM in partnership with the Branch Manager

What are the typical duties of the Vice-Chair?

1. Acts as the Chair in his or her absence
2. Reports to and works closely with the Chair to assist with his or her duties
3. May be assigned to a special area of responsibility such as membership, media, personnel, annual event, etc.
4. Performs other duties as assigned by the Chair

What are the typical duties of the Treasurer?

1. Manages the finances of the organization, including the board's review of and action related to, financial responsibilities (with the help of the Branch Manager and the bookkeeper)
2. Ensures appropriate financial reports are made available to the board
3. Regularly reports to board on key financial events, trends, concerns, and assessment of fiscal health
4. Provides annual budget to the board for members' approval
5. Ensures development and board review of financial procedures and systems
6. Recommends to the board whether the organization should have an audit
7. Assists in the selection of an auditor, if needed, and meets with him or her annually
8. Capacity building resource:
<https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcgzGsmhdSJxGHdvKFFFBsMrrVgPdG?projector=1>

What are the typical duties of the Secretary?

1. Maintains records of the board and ensures effective management of the organization's records
2. Manages the minutes of board meetings
3. Ensures minutes are distributed to members in a timely manner after each meeting

Board-Staff Liaison

1. Establishes search and selection committee for hiring a Branch Manager
2. Recommends compensation and benefits package of Branch Manager to the remainder of the board
3. Is a partner with the Branch Manager in achieving the organization's mission
4. Evaluates the performance of the Branch Manager

Wildsight Board of Directors
Letter of Commitment

I understand that as a member of the Board of Directors of Wildsight-Golden, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings, and events, and will respond to emails in a timely fashion.
3. I will act in the best interests of the organization and excuse myself from discussions and votes where I have a conflict of interest.
4. I will stay informed about the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.
5. I will work in good faith with staff and other board members as partners towards achievement of our goals.
6. If I do not fulfill these commitments to the organization, I will expect the board chair to call me and discuss my responsibilities with me.
7. I understand that the term of a board member is 1 year (*to be reviewed in 2022*), and that I can be re-elected to the board after each term.

In turn, Wildsight will be responsible to me in several ways:

1. I will be updated at monthly board meetings with financial reports and updates of organizational activities.
2. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working and by offering me opportunities for professional development as a board member.
3. Board members and staff will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to Wildsight. Board members and staff will work in good faith with me towards achievement of our goals.
4. Wildsight will carry Officers and Directors liability insurance.

Signed: _____

Date: _____

WG Board of directors 2023.24 - updated March 21, 2023

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