



Association of
Whistler Area Residents
for the Environment

2019 Board of Directors – Nomination Package

Dear Nominee,

Thank you for your interest in seeking a role on the 2019 Board of Directors for the Association of Whistler Area Residents for the Environment (AWARE). People like you help us achieve our goals of: safeguarding habitat, biodiversity and wilderness values; connecting people with nature; and building sustainable community. Please find enclosed your nomination package and details on the election process.

Included in this package you will find:

- Information on Nomination and the Election Process
- An Overview of Director Commitments
- Schedule of 2019 Board Meetings
- All Nomination Forms
- Conflict of Interest Guidelines and Code of Conduct declaration for signing

Connect with AWARE online

www.awarewhistler.org

Facebook & Instagram: awarewhistler



1 | Information for Nominees

Eligibility for Nomination

Individuals applying to become a Director are asked to secure a nomination from a current or past AWARE Board Director, Committee Member, team member or a lifetime member. If you do not have an existing contact to act as a nominee please contact cruddy@awarewhistler.org

Individuals nominated for Director need to have an up to date AWARE membership. For those who need to renew / join memberships are available via our website at: <http://www.awarewhistler.org/membership/>

Nomination and Election Process

Nomination packages should be completed and returned to the Nomination Committee via e-mail to info@awarewhistler.org by **Friday, February 15, 2019**. In order to be considered complete each nomination needs to include:

- Completed Nomination Form – *Refer to “Eligibility for Nomination” paragraph above*
- Completed Nominee Application – *Pages 4-5, below*
- Signed Code of Conduct and Conflict of Interest Statement – *Pages 6-7, below*
- A Color Photo – *Minimum resolution 300dpi, no smaller than 1280 x 960 pixels*

Nominations will be reviewed by the nomination committee and information on eligible nominees will be shared with members via the AWARE website and e-mail. AWARE’s members will vote on nominations at AWARE’s Annual General Meeting (AGM). Following the AGM, details about the successful nominations and the 2019 Board are shared with members via e-mail and the AWARE website.

2 | Director Commitments

AWARE Directors serve a two-year term, with the Annual General Meeting (AGM) creating the opportunity for a yearly influx of new directors. AWARE’s Board can consist of up to 12 elected Directors. At each AGM only new directors or those at the end of their two-year term need to apply. All AWARE members in good standing and present at the AGM are eligible to vote for directors.

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 six key elements:

- Provide strategic leadership & direction for AWARE
- Set the conditions for organizational success
- Oversee and monitor organizational performance
- Ensure the organization’s financial health and sustainability
- Protect the best interests of the organization and the environment it exists to serve
- Ensure knowledge of stakeholder expectations, needs, concerns, and interests, and build effective relationships.



AWARE's board is a volunteer 'working boards', meaning that in addition to setting direction and oversight of the organization the board undertakes operational tasks to ensure achievement of the groups strategic goals. Much of this work takes place through committee groups, which may be ongoing (for example meeting throughout the year to undertake annual HR tasks), or ad-hoc 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 of a Director

As a Director on the AWARE Board, it is expected that you will act in the best interests of the organization.

- All Directors must read and understand the AWARE Board Orientation Manual, including the 'Conflict of Interest Guidelines for Directors' and must sign the Code of Conduct declaration.
- Participation as a Director on the AWARE Board of Directors requires a significant commitment of time and energy. The following provides an estimate of the anticipated required hours:
 - 4 Board meetings per year held on the third Wednesday of the month from 6-8pm. Expect about 3 hours preparation time for each meeting.
 - An annual meeting to review the current strategic position and develop strategy for the next year, usually held in October. Expect up to 8 hours preparation time.
 - It is anticipated that each Director will participate on at least one Board committee in addition to regular Board duties. Participation on committees and meeting frequency are detailed as per the Terms of Reference for each committee.
 - Directors are expected to be knowledgeable about AWARE and to understand and support its mandate. When acting as a Director, you are expected stay up to date with communications and work plans and to act in the best interests of the organization.
 - It is required that all Directors have access to email and are able to receive Board materials electronically

Schedule of 2019 Board Meetings

Regular Board Meetings:	January 16, April 17, July 17, and October 16, 2019
Annual General Meeting and Election:	March 2019 (Date and Location TBC)

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

- Knowledge of local, provincial and global environmental issues
- Effective interpersonal and collaboration skills
- Experience in strategic analysis and planning
- Leadership experience
- Financial literacy
- Experience in Board governance
- Ability to approach challenges through a solutions-focused approach

Tips for success from past directors:

- Regularly attend AWARE events and programs to stay connected to work ‘on the ground’
- Make a serious commitment to contributing to the success of AWARE’s campaigns. Stay informed about current campaigns, prepare well for meetings, comment on minutes and prepare 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 collegial working relationship that contributes to achieving consensus
- 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
- 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

3 | Nomination

We ask that you get support for your nomination from a current or past AWARE Board Director, an AWARE Committee member, an AWARE team member or a lifetime member of the group. If you do not have an existing contact to nominate you please contact cruddy@awarewhistler.org

The undersigned nominator, a Member in good standing with AWARE, hereby nominates the person named below for Director of AWARE.

Name of Nominee: _____

Name of Nominator: _____

Signature of Nominator: _____

Nominator Relationship to AWARE: _____



Please provide two public statements for use on the AWARE website & e-mails to members.
Please write in the first person and ensure statements are not more than 150 words.

Biography

(Nominee's chance to highlight biographical information, occupation, experience and qualifications)

Policy Statement

(Nominee's chance to highlight personal interests in relation to AWARE's mandate and what they plan to do for AWARE and its members)

Nominee Declaration

I declare that I have been nominated as a candidate for election as a Director of the Association of Whistler Area Residents for the Environment (AWARE) and that I am prepared to stand for election. I have read the Nomination Package of AWARE and to the best of my knowledge, information and belief, I am qualified to be a candidate for election and, if elected, to serve as a Director of AWARE. If elected I will undertake to act honestly and in good faith and in the best interest of AWARE.

I declare that I have read the Code of Conduct and Conflict of Interest Guidelines, Director Commitments, Terms of Reference and Core Competencies in the Nomination Package.

Director's Signature

Date

Please Print Name

AWARE accepts applications without regard to nominee's age, sex, marital status, colour, race, religion, creed, nationality, ancestry, national or ethnic origin, disability, or sexual orientation.



5 | Conflict Of Interest and Code of Conduct

AWARE Directors - Conflict of Interest Guidelines

The primary objective of the conflict of interest provisions is to preclude AWARE Board Directors from participating in matters where their economic self-interest may conflict with their obligations to the organization. Both direct and indirect pecuniary interests apply under this policy.

Some examples include:

1. Property ownership -- Board Directors must not involve themselves in issues pertaining to their own property (s). This restriction applies equally in relation to property owned by a company in which the Director has an ownership interest or a property owned by family members.
2. Business interests -- Board Directors must not involve themselves with issues related to their own businesses.
3. Employment interests -- Board Directors must not involve themselves with issues related to their place of employment.
4. Interests of clients -- Board Directors must not involve themselves with matters affecting the interests of their clients.

If a conflict of interest arises, it is first left up to that particular Director to 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 the Director charging Conflict of Interest is supported by another director or more (i.e. 2 or more directors perceive a potential conflict of interest) then the director that is being charged with conflict of interest must remove himself/ herself from the discussion and any voting that may surround the particular issue.

AWARE Directors - Code of Conduct Guidelines

In fulfilling my responsibilities as a board member of AWARE I agree to:

1. Exercise the duties of care, diligence and skill.
2. Respect the confidentiality of board discussions and deliberations.
3. Abide by all board policies governing board member behavior, practices, decisions and actions.
4. Respect and abide by the organizations core values and governing principles.
5. Honor my obligation to attend all board meetings and where this is not possible notify the Chair in advance of my inability to attend.
6. Support the work of the Association by attending and supporting delivery of Association events.
7. Come to the board meetings having read the materials relevant to the board agenda.
8. Abide by the board's Meeting Procedures and by the consent agenda method agreed to for conducting board meetings.
9. Assist the board with its work by volunteering to be a member of at least one of AWARE's committees.
10. Recognize that only the Chair of the Board & Executive Director (ED), or their designate, shall be the spokesperson for AWARE.



11. To avoid where possible any conflict of interest and when it is not possible to do so declare to all board members the real or potential conflict.
12. Abide by any policy or rules of the board regarding conflict of interest.
13. Ensure that I am and remain a member in good standing of the Association.
14. Exercise and discharge the powers and duties of a director honestly and in good faith.
15. Respect the right of each member to contribute his /her position to board discussion and deliberations, even though I might disagree with them.
16. Refrain from behavior, which undermines the board's integrity, deliberations and decision-making.
17. Recognize that the Executive Director is responsible to the entire Board. Consequently, no single Director or committee has authority over the ED.
18. Ensure that my views and opinions are expressed in board discussions and to honor the principle that a board decision made fairly is the position of the board on the matter decided.
19. To participate and contribute to building and maintaining a strong, healthy, productive and effective board.

I hereby consent to act as a Director of AWARE, if elected, and agree to abide by the foregoing terms.

Director's Signature

Date

Please Print Name