



Association of
Whistler Area Residents
for the Environment



Board of Directors – Nomination Package

Dear Nominee,

Thank you for your interest in seeking a role on the 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. We thank you for your interest and we are proud to share that volunteers have worked together with AWARE for conservation and climate action in Whistler since 1989.

Please find enclosed your nomination package and the following details on the election process:

- Information on nomination and the election process
- An overview of Director commitments
- Schedule of Board meetings
- All required nomination forms
- Conflict of Interest Guidelines and Code of Conduct declaration

Connect with AWARE online

www.awarewhistler.org

Facebook and 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 or president@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

To accept a nomination, we ask you to fill out [this google form](#) before the close of the nomination period. We will then reach out via email to confirm with your nominator that they are happy to act in this role.

Nominations will be reviewed by the nomination committee and information on eligible nominees will be shared with members via the AWARE website and email. AWARE's members will vote on nominations at AWARE's Annual General Meeting (AGM). Following the AGM, details about the successful nominations and the Board are shared with members via email 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 board" 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 minimum annual commitment that should be expected is:
 - 4 Board meetings per year, held on the third Wednesday of the month from 6-8pm. A public Annual General Meeting normally held in spring.
 - A Fall special meeting to review the current strategic position and develop strategy for the next year, usually held in October.
 - In addition to Board commitments 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 its mandate. When acting as a Director, you are expected to 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, can to receive Board materials electronically and can attend virtual meetings

Schedule of Board Meetings

Regular Board Meetings:	Held on the third Wednesday of January, April, July and October.
Annual General Meetings:	April/May of every year (date 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 address challenges through a solutions-focused approach

3 | Application Completion

In order to be considered complete, your nomination should be submitted via our online Google Form*. Please be ready to:

- Provide details of the person nominating you (name, email and relationship to AWARE)
- Provide details about yourself, including:
 - A Biography - highlighting any biographical info / occupation / experience / details you would like to share.
 - A Policy Statement - highlighting your interests in relation to AWARE's mandate and what you hope to bring to AWARE as a member of the Board
- Review and confirm the Code of Conduct and Conflict of Interest Statement
- Upload a color photo (minimum resolution 300dpi, no smaller than 1280 x 960 pixels).

*Once you hit **SUBMIT** on the linked Google Form below, your nomination will be considered complete.

[Click here to be directed to the online nomination form](#)

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