



Position: Board Member - Governance and Legal Director

Organization: Cedar Coast Field Station Society

Location: Remote however preference will be given for those living in or with strong personal connection to the Clayoquot Sound Biosphere and surrounding regions

Type: Volunteer Board Member (Approximately 5-8 hours per month)

About Cedar Coast Field Station Society:

CCS is an independent, not-for-profit society with a vision to preserve ecological health through place-based research and education that celebrates the cultural and biological diversity of Clayoquot Sound, a UNESCO Biosphere Reserve. We support scientists, students, and community members in conducting meaningful research and engaging in conservation activities that foster a deeper understanding of our natural ecosystems.

Our History and Mission:

Cedar Coast Field Station Society was established in 2017 on Vargas Island as a field station on unceded traditional territory of the Keltsmaht and Ahousaht First Nation. Following the pandemic, the Society substantially reduced its budget to meet its financial obligations and could not renew the lease for the field station, opting to use a “pay as needed” basis. The Society continues to rebuild financially and is currently debt-free. We have since centered our strategic pillars on the following strategies;

Connect: Inspiring connections between people and Clayoquot Sound through collaboration, shared learning, and artistic expression.

Collect: Serving as a scientific and education resource for Clayoquot Sound by conducting objective research and collaborating with others.

Create: Promoting inclusivity and accessibility to protect and celebrate the health of Clayoquot Sound.

Position Overview:

The Director of Governance on the Board of Directors is responsible for overseeing and enhancing the governance practices of the Cedar Coast Field Station Society. This role involves ensuring that the organization operates according to its bylaws, policies, and legal requirements, Indigenous relations while also promoting best practices in board operations and ethical conduct. The Director of Governance plays a key role in supporting board effectiveness, legal requirements and sustainability. Due to limited resources, we are currently an operational board, but we strive to become a strategic board moving forward. The right candidate should be interested in participating in operational matters in addition to high level development and planning.

Key Responsibilities:

- Facilitate the establishment of board committees and support their effective operation.
- Develop and oversee a risk management framework to ensure the organization identifies, assesses, and mitigates potential risks.
- Ensure the board maintains transparency and accountability in all aspects of governance, decision-making, and reporting.
- Oversee the development of an annual report and other key documents to communicate the organization's governance practices to stakeholders.
- Review and provide legal advice on contracts, agreements, and other binding documents, including funding agreements, partnership contracts, and service agreements.
- Ensure that all contractual obligations are clearly defined, legally sound, and in the best interest of the organization.
- Work to understand the priorities, needs, and perspectives of Indigenous nations in and around the Clayoquot Sound, and incorporate these into the organization's strategic planning.
- Ensure that research and projects are conducted ethically, with informed consent and adherence to protocols established by Indigenous communities.

Qualifications and Attributes:

- Experience in governance, law, organizational management, or a related field. Previous board experience is highly desirable.
- Strong knowledge of issues related to Indigenous rights, place based governance and collaboration.
- Strong understanding of non-profit governance, legal compliance, and best practices.
- Proven ability to develop, implement, and oversee policies, bylaws, and procedures.
- Excellent organizational, communication, and leadership skills.
- Ability to work collaboratively with a diverse team of board members, staff, and stakeholders.
- Passion for environmental stewardship, conservation, research and education.
- Commitment to the mission and values of the Cedar Coast Field Station Society.

Benefits:

- Opportunity to make a significant impact on environmental conservation and education on the West Coast of British Columbia.
- Connect with a community of passionate individuals dedicated to preserving our natural ecosystems.
- Gain experience in non-profit board governance and strategic planning.

How to Apply: Please submit your resume and a statement of interest describing your relevant qualifications to info@cedarcoastfieldstation.org

We look forward to hearing how your skills and experience can help us grow and succeed. We encourage applications from all people interested in the role, including, LGBTQ2+ and BIPOC peoples, and all genders and sexual orientations.