



Wildlife Rehabilitation Society of Edmonton Board of Directors Position Descriptions

Mission Statement: *To provide compassionate care for injured and orphaned wildlife and educate the public on the importance of wildlife in our community.*

Position Title: Director at Large
Term of Office: 1 Year

Purpose of the Position:

The Board of Directors is responsible for the governance and management of the Society. The Board is responsible to ensure that the Society's facilities are operated in a proper and efficient manner consistent with the objectives of the Society; it makes policies, rules and regulations for managing the Society and operating its facilities.

As a member of the Board, a Director acts in a position of trust and is responsible for the effective governance of the Society.

Position Responsibilities:

A Board Member is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, fundraising, programs, personnel and advocacy.

Obligations of Board of Directors include:

1. Serve on the Board for at least a term of one (1) year;
2. Provide a minimum of 15 hours of volunteer hours per year, excluding Board duties, to the Society;
3. Attend and contribute to discussions at Board meetings held approximately on a monthly basis. Directors who miss three (3) consecutive meetings without notice or reasonable cause may be removed from the Board;
4. Be a member in good standing of the Society;
5. Be fully informed of organization issue that affect all policy areas and all financial matters affecting the Board or the Society operations;
6. Approve and evaluate the annual budget and audit;
7. Support and participate in special events and fundraising activities.



While governing the Society, the Board of Directors are expected to:

1. Act within the scope of the governing policies, bylaws, laws, rules and regulations that apply to the Society;
2. Be committed to the Mission Statement, Vision and Goals of the Society;
3. Maintain Board and organizational confidentiality, and maintain un-conflict loyalty to same;
4. Act reasonably, prudently, in good faith and with a view to the best interest of the Society and its members;
5. Not use one's position as a director to further private interest;



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Position Title: President
Term of Office: 1 Year

Purpose of the Position:

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As a member of the Board, the President acts in a position of trust and is responsible for the effective governance of the Society.

Position Responsibilities:

In addition to the Responsibilities, Obligations and Expectations of a Director at Large, the President:

- 1) Acts as a spokesperson for the Society
- 2) When present, presides over all meetings of the Society, the Board and the Executive Committee
- 3) Supervises the affairs of the Board
- 4) Is an ex-officio member of all committees
- 5) Chairs the Executive Committee
- 6) Carries out other duties assigned by the Board



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Mission Statement: *To provide compassionate care for injured and orphaned wildlife and educate the public on the importance of wildlife in our community.*

Position Title: Vice-President
Term of Office: 1 Year

Purpose of the Position:

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As a member of the Board, the Vice-President acts in a position of trust and is responsible for the effective governance of the Society.

Position Responsibilities:

In addition to the Responsibilities, Obligations and Expectations of a Director at Large, the Vice-President:

- 1) Presides at meetings in the absence of the President
- 2) Is a member of the Executive Committee
- 3) Carries out other duties assigned by the Board



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Position Title: Secretary
Term of Office: 1 Year

Purpose of the Position:

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As a member of the Board, the Secretary acts in a position of trust and is responsible for the effective governance of the Society.

Position Responsibilities:

In addition to the Responsibilities, Obligations and Expectations of a Director at Large, the Secretary:

- 1) Attends all meetings of the Society, the Board and the Executive Committee
- 2) Keeps accurate minutes of these meetings and distributes them as required
- 3) Maintains control over the Society's correspondence and records and dispatches notices, reports, etc as required/directed.
- 4) Is a member of the Executive Committee
- 5) Carries out other duties assigned by the Board



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Position Title: Treasurer
Term of Office: 1 Year

Purpose of the Position:

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As a member of the Board, the Treasurer acts in a position of trust and is responsible for the effective governance of the Society.

Position Responsibilities:

In addition to the Responsibilities, Obligations and Expectations of a Director at Large, the Treasurer:

- 1) Verifies that all monies received and/or due to the Society are properly deposited in those financial institutions directed by the Board
- 2) Verifies by periodic review that proper financial records of the Society are maintained.
- 3) Verifies by periodic review that accounts due by the Society are being promptly paid against accurate supporting documents.
- 4) Presents a monthly and year to date statement of the Society's receipts and disbursements together with a statement of its balance sheet at Board meetings
- 5) Oversees the preparation of the Society's annual budget
- 6) Presents the Society's audited financial statement for the current fiscal year at the Annual General Meeting
- 7) Is a member of the Executive Committee
- 8) Carries out other duties assigned by the Board



Wildlife Rehabilitation Society of Edmonton Board of Directors Position Descriptions

Mission Statement: *To provide compassionate care for injured and orphaned wildlife and educate the public on the importance of wildlife in our community.*

Position Title: Past President
Term of Office: 1 Year

Purpose of the Position:

The Board of Directors is responsible for the governance and management of the Society. The Board is responsible to ensure that the Society's facilities are operated in a proper and efficient manner consistent with the objectives of the Society; it makes policies, rules and regulations for managing the Society and operating its facilities.

As a member of the Board, the Past President acts in a position of trust and is responsible for the effective governance of the Society.

Position Responsibilities:

In addition to the Responsibilities, Obligations and Expectations of a Director at Large, the Past President:

- 1) Acts in an advisory capacity to the President
- 2) Is a member of the Executive Committee
- 3) Carries out other duties assigned by the Board