



Executive Handbook

Last revised December 20, 2019, 2019/CG

The Friends of the Helen Schuler Nature Centre Society Board of Directors (also referred to as the Executive, Executive Committee, or Board) is normally comprised of 9 individual Society members in good standing. The Executive is bound and guided by our Society's By-Laws and Objectives and shall faithfully safeguard the long-term interests of the Society. Directors shall be elected by the membership for a two year period. Executive positions shall be filled annually at the Annual General Meeting. All directors shall serve without remuneration and no director shall directly or indirectly receive any profit from their positions. Robert's Rules of Order shall govern the Society. All directors shall sign the Code of Ethics Oath annually.

President

1. Prepares executive and general meeting agendas with Secretary
2. Chairs executive and general meetings according to procedures
3. Reports on Executive decisions to general meetings
4. Is responsible for seeing that all Executive perform their delegated functions properly
5. Ensures agendas are followed
6. Shall be ex-officio member of all committees

Vice-President

1. Performs all Presidential functions in absence of President
2. Assists with organizing and promoting programs
3. Keeps a detailed log book of all Society activities
4. Ensures website is up to date
5. Reports briefly on programs at general meetings

Past-President

1. Advises Executive of previous Executive's proposals and decisions for
2. Is responsible for orientation of new Executive members
3. Assists with Board recruitment for consistency and capacity

Treasurer

1. Prepares budget for review by Executive and adoption at Annual General Meeting
2. Ensures signing authorities are up to date with the bank
3. Keeps detailed accounts of the Society's funds
4. Pays all bills as directed by the Executive, including annual subscriptions and corporate memberships
5. Presents financial statements at Executive and General Meetings
6. Ensures books are audited in time for AGM

7. Fills out Federal and Provincial forms and sends with financial statements to each government at required time
8. Ensures prompt deposit of any Society funds
9. Role may be combined with Secretary position

Secretary

1. Keeps accurate minutes of Executive and General Meetings and files them in minute book
2. Notifies Executive and membership of meetings
3. Reads minutes at Executive and General Meetings (if requested)
4. Ensures every member of Executive has a copy of the By-Laws, Objectives, and the Executive Handbook
5. Reports all incoming correspondence to Executive meeting and maintains a file of correspondence
6. Writes all letters as directed by Executive
7. Keeps membership ledger up to date
8. Collects membership dues and other funds due to the Society
9. Role may be combined with Treasurer position

Director (3)

1. Provide mission-based leadership and strategic governance.
2. Act as an ambassador to stakeholders by advocating for the Society.
3. Represent the membership at large by contributing to the Societies mission, culture, strategic direction, and financial sustainability.
4. Assist in fundraising initiatives for the Society.
5. Assist with the advertising and promotion of Society events and programs.
6. Serve on ad-hoc committees as may be required.
7. Be willing to assume other board member duties and responsibilities as may be required from time to time.

Helen Schuler Nature Centre Representative (1)

1. Acts as a liaison between the Friends of Society and the Nature Centre
2. Assists in guiding actions of Friends of Society to ensure best fit with the operational mandate and objectives of the Helen Schuler Nature Centre
3. Performs all duties of a Director

Overview of Appointed Roles *(Not part of the Executive)*

The Board of Directors, at their discretion, may appoint individuals to serve in roles that help our Society to achieve the objectives outlined in our Strategic Plan. These appointments shall be reviewed annually prior to the Annual General Meeting or as needed.

Auditor

1. Books/accounts/records/statements shall be audited on an annual basis by a duly qualified accountant or two members of the Society appointed at an Annual General Meeting or at the discretion of the Executive
2. Shall inspect for compliance of Society's records with generally accepted accounting principles

Newsletter Editor

1. Collects materials and organizes a newsletter
2. Encourages members to contribute material
3. Ensures timely distribution to members
4. Publishes an Annual Report for the previous year in the January newsletter

Travel Adventures Coordinator

1. Book guest speakers with interesting stories and photos to share
2. Arrange venue booking
3. Develop marketing materials (poster, website event, social media event)
4. Promote events (posters, event calendars, press releases, email newsletter)
5. Assist with setup and take-down of events
6. Liaise with guest speakers for technical rehearsals
7. Assist with fundraising during events (sell DVDs, cards, memberships, and encourage donations)

Snake Safety Outreach Coordinator

1. Arrange venue booking
2. Develop marketing materials (poster, website event, social media event)
3. Promote events (posters, event calendars, press releases, email newsletter)
4. Assist with setup and take-down of events
5. Liaise with presenter for technical rehearsals
6. Answering questions about snakes
7. Assist with fundraising during events (sell DVDs, cards, memberships, and encourage donations)

Conservation Projects Outreach Assistant

1. Help organize and participate in drop-in clean-up activities organized by the Helen Schuler Nature Centre, in various areas throughout the City of Lethbridge to provide opportunities for individuals to participate
2. Help support groups, teams, schools, and organizations who participate – we will provide all supplies and training to ensure a successful clean-up
3. Assist with data collection and data entry for each clean-up area, including number of volunteer participants, number of bags of garbage collected, weight of garbage collected, types of garbage found, and strangest item found

Important Dates

- The Helen Schuler Nature Centre first opened June 6, 1982
- Friends of HSNCS Society was incorporated on December 31, 2012
- Friends of HSNCS Society received charitable status August 22, 2017
- Annual General Meeting shall be held on or before March 31
- The fiscal year end of the Society is December 31

Contact Information

- Mailing Address:
 - o c/o Helen Schuler Nature Centre
 - 910 4th Avenue South
 - Lethbridge, Alberta
 - T1J 0P6
- Email: HSNCfriend@gmail.com
- Website: www.NatureCentre.ca
- Phone: 403-320-3064 (*Helen Schuler Nature Centre mainline*)
- Registered Canadian Charity # 73189 3491 RR0001
- Bank: 1st Choice Savings & Credit Union

Order of Business for Friends of HSNC Society Meetings

Executive Meetings

Meetings shall be held quarterly. Notice to be provided to membership 10 days before the meeting is to be held. Notice may be given by email. Any three members shall constitute a quorum.

1. Adoption of Agenda
2. Acceptance of previous meeting minutes
3. Business Arising
4. Treasurer's Report
5. Committee Reports
6. Correspondence
7. New Business
8. Date of next meeting
9. Adjournment

General Meetings

Annual General Meeting to be held on or before March 31. Notice to be provided to membership 8 days before the meeting is to be held. Notice may be given by mail or email. Seven members in good standing shall constitute a quorum for any special or general meeting.

1. Adoption of Agenda
2. Acceptance of previous AGM minutes
3. President's Report
4. Treasurer's Report
5. Auditor's Statement
6. Election of Officers
7. Signing Authority
8. Business Arising
9. Items of Information
10. Items of Discussion
11. Adjournment

Code of Ethics Oath

I _____, the undersigned representative or member of the Board of Directors of Friends of the Helen Schuler Nature Centre Society (hereafter referred to as the Friends of HSNC) do pledge myself to observe strict secrecy regarding the affairs of all bodies, individuals, and subjects which I will learn while exercising my functional capacity, and will take all steps necessary to preserve the confidential nature of such information when I leave this position.

Conflict of Interest

1. No Director or member of the Society or any members of the Society's Committees shall participate in any discussion nor vote on any matter that could result in direct or indirect benefit to:
 - a. The individual or any of their family
 - b. Any business or commercial organization in which the individual or their family, individually or collectively hold any significant business interest.
2. Purchases in excess of \$1,000.00 per annum from companies in which a board member, committee member or employee holds an interest as defined above must be reported to the board at the next meeting following the achievement of the threshold. In all cases, the members of the Friends of HSNC will be required to exercise due diligence in ensuring purchases are made on a competitive basis.
3. When a director or member of the Society or member of a Committee of the Society is not entitled to vote on a resolution because of a conflict of interest, s/he shall declare so before discussion begins and shall leave the room until the matter has been concluded.

Criminal Record Check

All employees, Committee members, and Directors acknowledge and agree that the Friends of HSNC may require or conduct criminal record or other checks, as a condition of employment, appointment, or election, which may result in termination from the position.

- a. Any manager, employee, representative, Committee member, or Director convicted of an indictable offence shall be subject to immediate termination.
- b. Any manager, employee, representative, Committee member or Director convicted of a summary criminal offence may, at the discretion of the Board of Directors, be subject to termination. Violation of this Code of Conduct and Ethics will, unless otherwise determined by the Board of Directors, result in termination of the employment or directorship.

I have read, understood, and agree to comply with the Code of Conduct and Ethics of the Friends of HSNC as outlined above.

Signature: _____

Date: _____

Important Resources

Friends of Helen Schuler Nature Centre Society Website:

www.NatureCentre.ca

Objectives & By-Laws

www.NatureCentre.ca/governance

Helen Schuler Nature Centre Website:

www.Lethbridge.ca/nature

Alberta Board Development Program:

www.Alberta.ca/Board-Development-Program.aspx