

Role and Responsibilities of YISC's Volunteers in the Management of the Organization

The following describes the role and responsibilities of specific bodies and individuals volunteering in the management of YISC.

Membership

Members are those that have registered and that are in good standing. YISC has a diverse membership, including private citizens and individuals representing municipal, territorial, federal and First Nation governments, other non-profit organizations, and industries. The membership provides direction to the Board by electing or appointing the Directors; this is generally done at a general meeting, for instance the AGM. The term of a member is indefinite.

Benefits of being a member:

- Add your voice to ours in advocating for prevention and control of invasive species
- Strengthen our applications for funding
- Receive our quarterly newsletter with updates on current issues, events, volunteer opportunities, and YISC projects
- Be eligible to participate in periodic prize draws
- Have voting capacity at the AGM
- Be eligible to participate in YISC's committees.

Board

The Board provides guidance and support on the organization's operations, activities, development and impact. It is responsible for supervising and supporting the organization's Executive Director (ED). The Board is composed of a minimum of 3 Directors –typically 6-8, including 4 Officer roles: President, Vice-President, Secretary, and Treasurer (the Secretary and Treasurer roles can be held by the same person). The Board gets its direction from the Membership through the election process; Board Directors are elected at a General Meeting (typically an AGM), for a renewable mandate of 1 year. The board can also appoint Board Directors in circumstances determined by the by-laws; this is generally done at a regular meeting. The Board elects or appoints the Board Officers from among the Board Directors; this is generally done at a regular meeting. The Board functions using Robert's Rules.

Board Directors

Board Directors are expected to volunteer approximately 5-10 hours per month. The minimum requirements (primary duties) of their service are to:

1. Serve as Chair or co-Chair for 1 Committee or sub-Committee, and serve as member for 1-2 other Committees or sub-Committees (see below for details).
2. Actively participate in the board's decision-making process especially as it relates to the Committees or sub-Committees they are part of. This entails to keep abreast of the discussions and related material. In particular checking messages received by email or directly on the optional online collaboration platform at least once in 3 days; the platform is connected to each user's preferred email address, and consent to receiving and sending emails is required for those wishing not to use the platform.

- a. In-between the meetings, discussions are conducted asynchronously online (by email or the platform);
- b. At meetings directors are expected to attend in-person if at all possible, otherwise virtually.
 - i. quarterly board meetings (1.5 hr 4 times per year)
 - ii. committee meetings (as needed, approx, once per month)
 - iii. annual general meeting (AGM; approx. 2 hr once per year)
 - iv. retreat (1-2 days once per year, to develop direction and workplan for the upcoming months and for board enrichment)
3. Actively participate in the recruitment of members, board directors and board supporters as needed, and assist in their onboarding as well as retention efforts and succession planning.
4. Participate in YISC's in-person outreach efforts at least 1-2 times per year (e.g. presence at the fireweed market, community weed pulls).
5. Amplify YISC's message online wherever possible, e.g. giving likes/shares on social media posts and sharing public-facing email campaigns in personal and professional networks.
6. Conduct themselves ethically and represent YISC positively.
7. Stay informed on invasive species matters.

Benefits of serving as a board director:

- All those of members +
- Play an active role in the implementation of YISC's mission and unfolding of its vision
- Exercise leadership and collaboration
- Have voting capacity in all board decisions (at meetings and in-between)
- Have eligible expenses reimbursed

Board Officers

YISC's Board Officers generally include a President, a Vice-President, and a Secretary/Treasurer or a Secretary and a Treasurer. In circumstances where an Officer role is not filled, responsibilities for that role are shared by the board as a whole.

President

The President is the chair of the Board. They get their direction from the board and are responsible for:

- (i) supervising the other Directors in the execution of their duties
- (ii) representing the board in supervising the organization's Executive Director

Vice-President

The Vice-President is the vice-chair of the Board and is responsible for carrying out the duties of the President if the President is unable to act.

Secretary

The Secretary is responsible for doing or delegating the following to the ED and supervising them in regards to:

- (i) issuing notice of (invite to) General Meetings (e.g. AGMs) and Directors' Meetings (e.g. monthly, quarterly or otherwise) –including [organization of the logistics](#);
- (ii) taking minutes of the General Meetings and Directors' Meetings

- (iii) keeping the records of the Society according to the Act
- (iv) conducting the correspondence of the Board
- (v) filing the annual report of the Society (incl. consolidated financial statements) and making any other filings with the registrar under the Act.
- (vi) maintaining the register of members

In the absence of the Secretary from a meeting, the Board must appoint another individual to act as Secretary at the meeting.

Treasurer

The Treasurer is responsible for doing or delegating the following to the ED and supervising them in regards to::

- (i) receiving and banking monies collected from all sources;
- (ii) keeping accounting records in respect of the Society's financial transactions, including books of account;
- (iii) preparing the Society's financial statements and reports*
- (iv) making the Society's filings respecting taxes.

*Only the Treasurer can prepare and present the annual financial report, i.e. it cannot be delegated to the ED.

Benefits of serving as a board officer:

- All those of board directors...

Board Supporters

YISC's Board Supporters (aka Board Friends/Advisors) are not expected to volunteer any amount of time in particular. Their service consists in providing support to specific committees on an as-available basis. They often are seasoned experts that have experience on topics that they want to use for the advancement of YISC's mission, or less experienced individuals that are unsure whether they can take on a full director's role and might want to "get their feet wet". Board Supporters are nominated by invitation from the board, and are invited to participate in 1-2 committees based on expressed interest and shown skills, knowledge and talent. The term of Board Supporters is indefinite.

Benefits of serving as a board supporter:

- All those of members +
- Play an active role in the implementation of YISC's mission and unfolding of its vision
- Exercise collaboration
- Be able to play an active role in YISC's committees

Committees

YISC's Committees are working groups formed to manage specific topics/portfolio/key areas and provide counseling and advice to the board on these. These smaller, focused task forces help in divvying-up the work among Board Directors and make space for valuable contributions from Board Supporters. They can often handle issues more efficiently than the Board as a whole, and provide an opportunity to call on the special skills, abilities, interests and expertise of each person and put their talents to work.

Each Committee is composed of a Chair (or Co-Chairs), a number of members, as well as the ED (the ED sits on all Committees). Chairpersonship is appointed by the Board upon volunteering or on recommendation by the President based on expressed interest and shown skills, knowledge and talent. Chairs necessarily are Board Directors, and lead the Committee. The other members are chosen/appointed by the Committee's Chair or on recommendation by the President based on expressed interest and shown skills, knowledge and talent. They can either be fellow Board Directors or Board Supporters. Committees can have any number of Members as needed (typically 3-5, incl. ED and Chair). In order to balance the workload, any individual should be Chair of no more than one Committee, and be a member of no more than 2 other Committees (Board Supporters should be a member of no more than 2 Committees). The term of Committee Chairs (or sub-Committee co-Chairs) and members typically is one-year, renewable indefinitely. The charter and composition of YISC's committees can evolve as needed, and should be at least updated shortly after any general meeting (esp. AGMs).

Two types of committees exist with YISC:

- Sitting Committees. These are (re)formed every year right after the AGM considering peoples' strengths, availabilities, and the group's overall resources (e.g. total number of Board Directors, total number of Board Supporters). The Sitting Committees are generally structured around the Strategic Plan's framework, and build on what has been heard at YISC's last few annual retreats. Each Sitting Committee has a dedicated channel in YISC's internal collaboration platform -Slack. Considering the resources at hand at the beginning of the year (right after the AGM), a target can be 4-10 sitting committees. Sub-committees can also exist within the sitting committee to handle specific sub-tasks. Currently (October 2023), there are 4 sitting committees.
 - #01a-governance

- #01b-finances
- #02-community empowerment
- #03-science, advocacy and collaborations

Their charter (role and responsibilities) and composition are described in the document "[Committees' Charter and Composition](#)".

- *Ad-hoc* Committees. At any time, YISC can also have a number of *ad-hoc* committees that are related to specific projects –which by definition only are active for the duration of the project.

Committees meet on an as-needed basis. They develop recommendations that are submitted to the board for review, typically as draft decisions. In particular, by the end of every year's Q3 they develop a recommended workplan that pertains to the responsibilities under their purview and that includes:

- refine the tasks
- for each task, develop specific actions and (measurable) objectives, with estimated level of effort required (e.g. on a scale of 1-5)
- considering the resources at hand, set a level of priority for each task (e.g. on a scale of 1-3)
- for the prioritized tasks, set a target time frame (if not "ongoing", date at which the task should start (kickoff date) and be completed (completion date).

This recommended workplan is submitted to the group by the end of Q3, and adjustments are made by the group as needed. The group checks in on advancement of the workplan at the retreat.

Committee Chairs (or co-Chairs)

Committee Chairs or co-Chairs lead their committee or sub-committee and appoint/choose the other members. They are the ED's point of contact on their committee/sub-committee specific topic/portfolio/key area. They organize committee/sub-committee meetings and distribute tasks among members of their committee/sub-committee as needed. They present to the Board the recommendations developed by their Committee/sub-committee, and are accountable to the Board. At regular/monthly board meetings, they chair the part regarding their committee/sub-committee and report on their committee/sub-committee's work. In circumstances where a Chair or co-Chair role is not filled, responsibilities for that role are shared by the board as a whole.

Benefits of serving as a Chair:

- All those of board directors...