

## Director at Large, Volunteer Role Description

The Back to the Sea Society is currently seeking local citizens with a passion for community and marine education to join a volunteer Board of Directors team that oversees the strategic direction of the organization including governance, fundraising and the growth of our organization. Special consideration will be given to those with a background in fundraising, construction, law, or real estate, though anyone that is passionate about the future of our ocean is encouraged to apply.

The Back to the Sea Society is a registered Canadian charity and a non-profit organization. Its mission is to spark curiosity for local marine life and foster a sense of responsibility for the conservation of our ocean. This is accomplished through live animal displays, interpretation, direct action and inquiry based learning.

In conjunction with the Executive Director, the Board of Directors will oversee the organizational leadership necessary to establish a successful collect-hold-and-release “community aquarium”. This model has been tried-and-tested in five locations (4 in BC and 1 in NL), and at Back to the Sea’s Touch Tank Hut. This pilot project has been in operation since 2017 and in June of 2023, we will open at our brand new, bigger location called the Back to the Sea Centre.

As our team works together to establish a permanent space for our aquarium, all Directors will be contributing to an operational board and must be ready to take on the dual responsibility of governance and some operations (more operational input is required in the off season when the number of staff members decrease).

### **Responsibilities of all volunteer Directors of the Back to the Sea Aquarium include:**

- Ensuring the mission and vision of the Back to the Sea Society is upheld throughout all activities
- Ensure the sound financial well being of the society
- Help plan, forecast and monitor the Society’s budget
- Work directly with the Executive Director of the organization in the execution of its mission
- Promote the Society’s mission at all possible and appropriate opportunities
- Participate in major fundraising initiatives, foster fundraising relationships and draw on networks to support fundraising efforts when possible
- Attend Board meetings and the Annual General Meeting each year
- Creatively seek opportunities for partnerships with businesses, government, other non-profits and citizens
- Maintain clear communication through regular reporting via email, telecommunications and at meetings
- Support events and operations
- Support the strategic plan creation
- Ensure Board succession planning

Serve on one of the two Board level committees (see below)

### **Board Norms**

Passionate about our ocean's future  
Prone to fun and play at work  
Supportive of the collect-hold-and-release philosophy  
Supportive of the strong focus on hands-on, inquiry based learning  
Promotes an inclusive environment that encourages bright ideas and action  
Dedicated, hard workers with fulfilling lives  
Transparent, respectful and professional communications

### **Commitment**

Two year term, renewable  
Weekly email communications and 48-hour response times from all board members  
Approximately 1-3 hours per week should be expected for board duties depending on season, events and cycles.  
Attendance at all important major events, such as opening day and fundraisers.  
Attendance at all quarterly meetings (in person or via video chat).

### **2023 meetings are scheduled for the following dates:**

- o Thursday January 19<sup>th</sup>, 7 – 9pm (virtual)
- o Thursday March 23<sup>rd</sup>, 7 - 9pm (in-person, includes Annual General Meeting)
- o Thursday May 18<sup>th</sup>, 7 - 9pm (virtual)
- o Thursday July 20<sup>th</sup>, 7 - 9pm (in-person, includes team building)
- o Thursday September 21<sup>st</sup>, 7 - 9pm (virtual)
- o Thursday November 16<sup>th</sup>, 7 - 9pm (virtual)

### **Board Committees**

Every Board member is expected to take part in either the Internal Affairs or External Affairs Committee. These committees meet a minimum of four times a year.

The Internal Affairs Committee assists the Society in the planning and management of operational issues, including finances and human resources. The committee supports the Executive Director in completing director recruitment, orientation and board performance. They serve as the lead in managing the Board's relationship with the Executive Director, including recruitment, negotiation of employment agreements and performance evaluation.

The External Affairs Committee assists the Society in managing fundraising, communications and marketing efforts. They help with the planning, coordination and implementation of fundraising activities in support of its programs, projects and activities. Fundraising in this context refers to revenue raising events, charitable donations from individuals and organizations and operational grants. Fundraising does not include revenue generating programming offered by the Society.

Thank you for your interest in the Back to the Sea Society. To show your enthusiasm and commitment to joining the Back to the Sea Society Board of Directors, please send your resume and a letter of intent outlining your interest in joining, skills you wish to apply or build while serving, and your time availability.

We look forward to hearing from you!

Please send your application to:

Laurel Dykun,  
Program Manager  
[info@backtothesea.ca](mailto:info@backtothesea.ca)  
(416) 624-6119

*Back to the Sea is committed to Employment Equity. We encourage applicants from Indigenous People, Visible Minority Groups, Persons with Disabilities, People of the LGBTQ+ community and Women to occupy positions where they are underrepresented. It is the responsibility of every team member of Back to the Sea to embrace a culture that promotes diversity.*

*Back to the Sea works in the traditional lands of the Mi'kmaq.*