



Board of Directors (Multiple Positions)

Position: Board Member

Type: Volunteer

Location: Victoria, British Columbia

About World Fisheries Trust

World Fisheries Trust is a registered charity, established in 1995. It has an appointed board, who are the organization's "members", and a staff made up of employees and volunteers.

Our work began in response to the need to protect the genetic variability of dwindling BC salmon stocks. This led to our expansion beyond borders to create and facilitate multi-stakeholder solutions to address conservation/ sustainable use challenges in fisheries and aquaculture, in the context of improving social equity and poverty alleviation.

We are known for our international projects that have focused on small-scale, community-based aquaculture development to improve food security for vulnerable populations in Latin America.

We operate in the Greater Victoria area through our domestic divisions, Coastal Collaborative Sciences focusing on local research and stewardship projects and Seaquaria Ocean Education delivering hands-on environmental educational programs in classrooms and on field trips.

Our Vision

Communities and Ecosystems sustaining each other

Our Mission

To support and build equitable and sustainable use and conservation of aquatic resources through education, research, and stewardship.



831 Devonshire Road, Unit 16
Victoria, BC, V9A 4T5



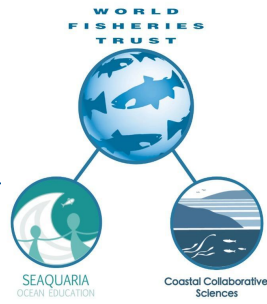
(778) 430 – 7585
info@worldfish.org

www.seaquaria.org

www.worldfish.org

www.coastalcollabsci.org

Charity No. 89225 2313
RR0001



Duties for All Board Members

1. Attend all Board meetings and to take an active part in the work and decision-making of these meetings.
2. Review and assist the Executive Director in maintaining realistic short, medium and long-term objectives for World Fisheries Trust.
3. Review and assist the Executive Director in the implementation of appropriate human resources policy and procedures for the employment of staff.
4. Assist the Board of Directors in being responsible for the financial dealings and ensuring that sound financial systems are in place for maximum accountability.
5. Collectively be responsible, with the rest of the board, for ensuring the organization carries out its business according to its by-laws and meets its legal requirements.
6. Review program reports from the staff members on the activities of World Fisheries Trust and to provide him/her with the guidance and support to implement World Fisheries Trust policies.
7. Support the promotion of networking with a wide range of organizations who could provide support to WFT.
8. Assist with identifying board needs and recruitment of new board members.
9. Assist in special events.
10. Assist in fundraising strategies and events for World Fisheries Trust.
11. Carry out other tasks which might be requested by the President of the Board to further the aims and objectives of World Fisheries Trust.



831 Devonshire Road, Unit 16
Victoria, BC, V9A 4T5



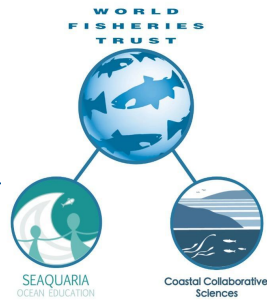
(778) 430 – 7585
info@worldfish.org

www.seaquaria.org

www.worldfish.org

www.coastalcollabsci.org

Charity No. 89225 2313
RR0001



Director Duties:

1. All under “Duties for All Board Members” as listed above.

Director Specific Requirements:

1. Commitment to the aims and objectives of the organization and understanding its priorities.
2. Brings ideas and leadership skills to assist the organization achieve vision and strategic plan.
3. Willingness and ability to spend a minimum of eight to ten hours per month in performing their duties.



831 Devonshire Road, Unit 16
Victoria, BC, V9A 4T5



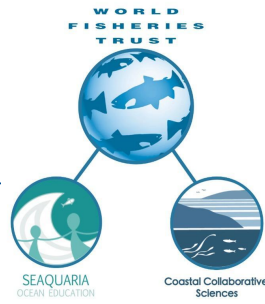
(778) 430 – 7585
info@worldfish.org

www.seaquaria.org

www.worldfish.org

www.coastalcollabsci.org

Charity No. 89225 2313
RR0001



President Duties:

1. All under “Duties for All Board Members” as listed above.
2. Serve as a partner with the Executive Director in achieving the organization’s mission
3. Provide leadership to the Board of Directors, who sets policy and to whom the Executive Director is accountable
4. Chair meetings of the Board after developing the agenda with the Executive Director
5. Encourage Board’s role in strategic planning
6. Discuss issues confronting the organization with the Executive Director and help guide and mediate Board actions with respect to organizational priorities and governance concerns
7. Review with the Executive Director any issues of concern to the Board.
8. Manage the Board and co-ordinate its work.
9. Monitor financial planning and financial reports.
10. Play a leading role in fundraising activities.
11. Organize and participate in the regular evaluation of the Executive Director.
12. Oversee Board Recruitment and orientation.
13. Be disciplinarian of the Board when necessary, willing to counsel unproductive, disruptive and counterproductive Board members.
14. Evaluate annually the performance of the organization in achieving its mission.

President Specific Requirements:

1. An ability to keep meetings on track whilst guiding the Board towards decisions.



831 Devonshire Road, Unit 16
Victoria, BC, V9A 4T5



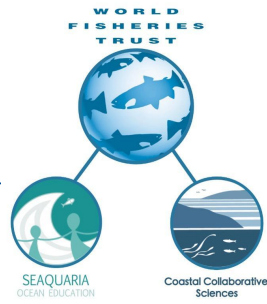
(778) 430 – 7585
info@worldfish.org

www.seaquaria.org

www.worldfish.org

www.coastalcollabsci.org

Charity No. 89225 2313
RR0001



2. Ability to encourage participation from members while avoiding domination by a few members.
3. Prepared to and able to spend a reasonable amount of time performing the above duties for the benefit and development of the organization.
4. Be willing and able to serve as a Board member for a three-year renewable term.
5. Has a true understanding of WFT's vision and non-profit structure.
6. Has adequate understanding and leadership ability to present WFT's work at public events.



831 Devonshire Road, Unit 16
Victoria, BC, V9A 4T5



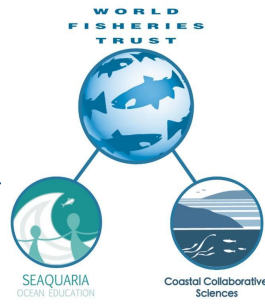
(778) 430 – 7585
info@worldfish.org

www.seaquaria.org

www.worldfish.org

www.coastalcollabsci.org

Charity No. 89225 2313
RR0001



Treasurer Duties

1. All under “Duties for All Board Members” as listed above.
2. Serves as a member of the Board of Directors.
3. Oversees and reviews financial reporting of the organization
4. Administers fiscal matters of the organization.
5. Oversees and collaborates with the creation of an annual budget and presents it to the Board of Directors for approval.
6. Ensures development and board review of financial policies and procedures.
7. Assists with review of secure systems for income and expenditure control.
8. Review the books and accounts on an ongoing basis
9. Reports to the Board of Directors about the financial position, ensuring the money is spent on the items for which it is given.
10. To be able to give advice on the use of financial resources.
11. Review the Financial Reports before they go forward to the Board of Directors to ensure requirements for fiduciary diligence have been met.
12. Recommend an external accountant for the Society at the Annual General Meeting.
13. To review and support preparation of financial statements for annual review by independent accountant.
14. To provide regular financial reports to the Board of Directors.

Treasurer Specific Requirements:

1. Has an expertise in financial matters.
2. Has an understanding of the financial affairs of the organization.



831 Devonshire Road, Unit 16
Victoria, BC, V9A 4T5



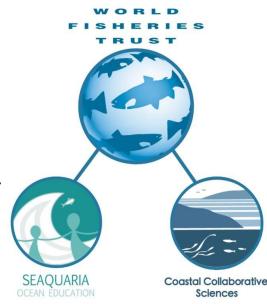
(778) 430 – 7585
info@worldfish.org

www.seaquaria.org

www.worldfish.org

www.coastalcollabsci.org

Charity No. 89225 2313
RR0001



3. Is fully committed to the aims and objectives of the organization and understands its priorities.
4. Is willing and able to spend a reasonable amount of time in performing the Treasurer's duties.
5. Acts with objectivity and professional integrity.



831 Devonshire Road, Unit 16
Victoria, BC, V9A 4T5



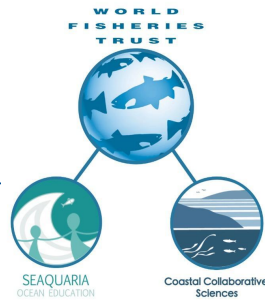
(778) 430 – 7585
info@worldfish.org

www.seaquaria.org

www.worldfish.org

www.coastalcollabsci.org

Charity No. 89225 2313
RR0001



Secretary Duties

1. All under “Duties for All Board Members” as listed above.
2. Serves as a member of the Board of Directors.
3. Maintains records and ensures effective management of organization’s records.
4. Manages minutes of the Board of Director meetings.
5. Ensures minutes are distributed to members shortly after each meeting.
6. Is sufficiently familiar with legal documents (articles, by-laws, CRA letters, etc.) to note applicability during meetings.
7. To keep up to date details of all members of the society.
8. To prepare the agenda, consulting with the President and Treasurer as to any business, which they would like included on it.
9. To check quorum is present before any business is done at the Board of Directors meeting.
10. To obtain nominations for people wanting to become officers.

Secretary Specific Requirements

1. Good administrative and organizational skills.
2. Is fully committed to the aims and objectives of World Fisheries Trust.
3. Is willing and able to spend a reasonable time in performing the Secretary’s duties



831 Devonshire Road, Unit 16
Victoria, BC, V9A 4T5



(778) 430 – 7585
info@worldfish.org

www.seaquaria.org

www.worldfish.org

www.coastalcollabsci.org

Charity No. 89225 2313
RR0001