
Recruitment Brief

THE BRITISH COLUMBIA SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS
“BC SPCA”

Regional Director Search 2024

BCSPCA
SPEAKING FOR ANIMALS

2024 Regional Director Recruitment Brief

A. INTRODUCTION

Are you passionate about animal welfare? Do you have the professional leadership, governance, and Board experience necessary to help chart the future direction of one of the largest animal welfare organizations of its kind in North America? Are you ready to make a difference in the lives of animals in our province? If so, you may want to consider the opportunity to serve on our Board of Directors.

The BC SPCA is currently seeking to recruit one candidate for its volunteer Board of Directors (Board) from the following region:

- **Cariboo & North region**

An additional vacancy will also exist for the **Thompson/Okanagan/Kootenay** region. While interested candidates, resident in that region, are free to apply for consideration, they should be aware that an existing Board Director, who is eligible for re-election, has been confirmed as the Board endorsed candidate for this position and this will be reflected on an election ballot should an election be necessary.

The BC SPCA Board is a governance Board that is responsible for overseeing the management of the affairs and business of the BC SPCA by establishing policies, rules, and regulations to carry out the obligations and powers of the Society. The Board is responsible for establishing the vision and mission of the organization, helping to chart its future direction through approval of the strategic plan and annual budget and provides strategic guidance to management who are responsible for the day-to-day conduct of business.

For the upcoming election, the Board is particularly interested in hearing from prospective candidates who have demonstrated leadership and governance experience and possess one or more of the following types of professional experience:

- Finance, ideally the CFO level, with a specialization in accounting, investments, or IT
- Facility planning and development and/or project management
- Government relations, public relations and/or marketing.

Interested candidates will also bring prior Board experience, including at the leadership level, and will be broadly representative of the diverse nature of BC's population.

This recruitment brief provides information for individuals interested in serving as a Director, including an overview of the Society, the Board's governance practices and the target candidate profile.

B. THE BRITISH COLUMBIA SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (BC SPCA)

Overview

At 127 years young, the BC SPCA is one of the oldest charities in the province and provides critical services and programs to homeless, injured, and abused animals each year. Through our 42 locations our 570+ staff and 3,800+ volunteers work tirelessly to advance our mission: to protect and enhance the quality of life for domestic, farm and wild animals in British Columbia. In 2022, the BC SPCA provided assistance to 118,679 animals in need across the province.

Vision Statement

To inspire and mobilize society to create a world in which all animals enjoy as a minimum, five essential freedoms:

1. Freedom from hunger and thirst
2. Freedom from pain, injury, and disease
3. Freedom from distress
4. Freedom from discomfort
5. Freedom to express behaviours that promote well-being.

Guiding Principles

The following beliefs and principles guide our attitudes and actions:

- Principled behaviour
- Partnerships
- Leadership
- Learning
- Responsibility
- Accountability
- Sustainability
- Reconciliation

Programs and Services Include:

- Enforcement of animal cruelty laws through investigations into cases of animal cruelty and neglect;
- Sheltering and adoption of homeless, surrendered, and abandoned animals;
- Low-cost spay/neuter programs and services to reduce pet overpopulation;
- Emergency medical treatment and rescue;
- Youth programs, including school programs, summer camps and BC SPCA Kids Club;
- Advocacy on animal-related issues;
- Assistance to local governments to establish bylaws that promote humane communities;
- Cruelty prevention and education programs for adults;

- Outreach programs, including pet food banks;
- Reuniting lost pets with their owners;
- Protection and advocacy for farm animals,
- Wildlife rescue and rehabilitation; and
- Assessment and matching programs to promote welfare and adoptions.

For more information, please visit our [website](#).

C. GOVERNANCE

Role and Responsibilities of the Board

The primary responsibility of our Board is to approve, support and ensure achievement against the strategic direction of the organization. Through its governance role, the Board also oversees the complex business affairs of the BC SPCA and ensures that all of its legal and fiduciary responsibilities are met.

The Society is accountable under the Prevention of Cruelty to Animals Act and the Board establishes policies to support its obligations and powers under the Act. The Board is charged to monitor legal and financial risks for the organization which has an approximately \$57M annual operating budget. Another important part of the role is to protect the Society's reputation as one of the top charities in Canada, ensuring that it adheres to the highest standards of financial accountability and transparency.

Board Committees

The four committees of the Board are as follows:

- Human Resources
- Finance and Audit
- Governance
- Facilities

Number of Directors and Structure of the Board

The Society may have up to eleven Directors, comprised of the following:

- Eight elected Regional Directors, two from each of the four governance regions, comprised of voting Members; and
- Up to three Appointed Directors, comprised of voting Members.

Board Term

The term of office for Directors is three years. Directors may be elected or appointed for up to six consecutive years. A person who has served as a Director for six consecutive years may not be re-elected or re-appointed for at least three years following the expiry of their latest term.

Compensation

No Director is entitled to be remunerated for being or acting as a Director, but a Director is entitled to be reimbursed for all expenses that are necessarily and reasonably incurred while engaged in the affairs of the Society.

Director Obligations

- Fulfill the legal requirements and obligations of a Director, which include a comprehensive understanding of the statutory and fiduciary roles;
- Act honestly and in good faith and in the best interests of the Society as a whole;
- Exercise the care, diligence, and skill of a reasonably prudent person;
- Be available as a resource to the Board;
- Respect confidentiality;
- Respect the difference between governing and managing and not encroach on the areas of responsibility of the management team;
- Identify potential conflict of interest areas, real or perceived, and ensure that they are appropriately reviewed; and
- Participate in the review and approval of policies and strategies and in monitoring their implementation.

Meeting Dates

Board Directors shall be prepared to attend approximately six regular Board meetings, the Annual General Meeting of the Society and one planning session per year, plus additional teleconferences and Board development sessions as needed, generally on the weekend or in the evening.

The 2024 Board meeting schedule is as follows:

Saturday March 23, 2024 8:30am – 3:00pm	AGM & Board Meeting to Elect Officers via Electronic Means
Friday June 7 th – Sunday June 9 th , 2024	Regular Board Meeting & Strategic Planning Retreat Location: TBC
Saturday September 28, 2024 9:00am – 3:00pm	Regular Board Meeting & Approval of Budget via Electronic Means
Saturday November 23, 2024 9:00am – 3:00pm	Regular Board Meeting & Approval of Budget Location: TBC In-person
Saturday January 25, 2025 9:00am – 3:00pm	Regular Board Meeting & Approval of Y/E Audited F/S via Electronic Means

5

Time Commitment

The current minimum calendar time commitment for active meeting participation is approximately 75 hours annually. An additional 50 hours of non-calendar time should also be anticipated covering email correspondence, preparatory time to read Board materials. Travel time to and from meetings and attendance at special events is excluded from this commitment.¹

Board Directors shall participate on at least one standing Board committee, sub-committee, or task force as a member or as the Chair. Each Committee generally meets approximately six times each year for up to two hours.

In addition, Regional Directors are expected to attend Regional Council meetings scheduled in their governance region.

D. DIRECTOR SELECTION CRITERIA

Personal Attributes

- Accountability;
- Mature confidence and leadership – experience-driven perspective and self-awareness of emotional patterns and triggers;
- Preference for Board and team performance over individual performance;
- Ability to commit time required to fulfill the expectations of a Director;
- Express thoughts and ideas clearly and with respect for views of others and listens actively; and
- No real or perceived conflicts.

Competencies and Expertise

As a governance Board with a focus on oversight of the strategic plan, the need for specific competencies and expertise emerges to support key aspects of the Society's work. For the upcoming vacancy, the Board of Directors has determined the following areas to be a priority:

- Finance, ideally the CFO level, with a specialization in accounting, investments, or IT
- Facility planning and development and/or project management
- Government relations, public relations and/or marketing.

¹ The calendar time commitment for active meeting participation is approximately 75 hours annually*, calculated as follows:

- Six face-to-face Board meetings of approximately 5 hours each per annum = 30 hours
- One annual Board retreat held in conjunction with a Board meeting = 15 hours
- Four Board teleconferences @ 1.5 hours each = 6 hours
- Annual General Meeting – 2 hours
- Committee meetings (assume 2 committees x 5 meetings x 1.5 hours each) = 15 hours
- 3 Regional Council meetings @ 2 hours each = 6 hours

Previous Board, governance and leadership experience are considered essential. Knowledge related to overseeing a complex organization and prior non-profit governance experience are strong assets. Preferred candidates will have the experience and availability to fill leadership positions on the Board. Volunteer experience with the BC SPCA is preferred but not required.

These skills and experience should reflect an appropriate balance of gender, ethnic, cultural and age diversity.

E. ELIGIBILITY, EXPRESSION OF INTEREST AND NOMINATION PROCESS

Membership

Interested candidates are required to be a BC SPCA voting member in good standing on or before January 9, 2024, and must be a resident in the region for which they are applying to serve. Interested candidates can apply for membership online at <https://spca.bc.ca/ways-to-help/become-a-member/>. Please allow at least two weeks for the membership to be processed.

Qualifications

In order to be nominated as a Director, a person must:

- be 19 years of age or older;
- be a voting Member in good standing;
- not have been found, by a court in Canada or elsewhere, to be incapable of managing their own affairs;
- not be an undischarged bankrupt; and
- not have been convicted in Canada or elsewhere of any offence involving fraud or cruelty.

Application Materials

Interested and qualified candidates are invited to submit a completed candidate package which includes each of the following:

- cover letter;
- resume;
- brief biography (no more than 350 words);
- completed candidate questionnaire; and
- recent photograph (optional).

As a condition of eligibility, all potential candidates who submit a candidate package will be interviewed by a sub-committee of the Human Resources Committee, at which point they will be asked to complete the formal nomination requirements, including references and criminal record check, should they wish to proceed to election.

The sub-committee may provide a recommendation to the Board of Directors to endorse one or more candidates for election by the voting members based in part on the skills and experience candidates offer to augment those of the existing Board members and which will allow the Board to

7

optimally carry out its fiduciary duties. This endorsement will not preclude other eligible and duly qualified candidates from seeking election to the Board, although such candidates must still participate in the interview and complete the formal nomination requirements.

Candidates must also agree to abide by the BC SPCA Board Director Code of Conduct and the Member Code of Ethics.

Submissions

The nomination and election schedule is as follows:

The Call for Nominations for the available Regional Director position commences and written nomination submissions in the form of a candidate package will be received	Phase One Opens	September 27, 2023
The final date by which the Society will receive a candidate package submission	Phase One Closes	January 2, 2024
The official date when the Society will begin interviews with those who have submitted a candidate package	Phase Two Opens	January 8, 2024
The final date by which candidate interviews will be conducted with those who have submitted a candidate package by the end of Phase One deadline	Phase Two Closes	January 12, 2024
The time and date when nominations are closed, and the formal nominations form must be received from Phase One candidates.	Final Phase Closes	4:00pm PST January 31, 2024
<p>Application materials must be submitted by email no later than January 2, 2024 to: board@spca.bc.ca.</p> <p>In the subject line, please quote <i>“Candidate Package – Board of Directors.”</i></p> <p><i>Enquires can be addressed to the Chief Executive Officer at board@spca.bc.ca</i></p>		

Candidate Profile Questions

What motivated you to seek a position as a Director of the BC SPCA and what aspect of our mission is meaningful to you?

What do you think are the characteristics of an effective & impactful Board member?

What unique perspective or offering would you bring to the Board of Directors and the Society?

Please tell us about the professional skills and experience you would bring to this position specifically professional expertise and experience in the areas of. planning & facilities, project execution, finance & accounting, government & public relations, and marketing.

What is your educational and volunteer background, specifically any prior Board leadership experience, including with not-for-profit organizations?

What else would you like us to know about you?