
Recruitment Brief

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

Regional Director Search 2026



2026 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 North America's largest animal welfare organizations? 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 conducting elections for its volunteer Board of Directors (Board) in the following regions:

- **Vancouver Island/Gulf Islands/qathet Region**
Two board positions are open: one currently vacant and one held by a board-endorsed incumbent seeking re-election.
- **Cariboo and North Region**
One position is open, which is held by a board-endorsed incumbent who is seeking re-election.

An additional vacancy for an Appointed Board member also exists.

Interested candidates who are residents in a particular region are encouraged to apply for consideration. Interested candidates should be aware that existing Board Directors, who are eligible for re-election, have been confirmed as the Board-endorsed candidate for one position in the Vancouver Island/Gulf Islands/qathet Region and in the Cariboo and North Region, 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 providing strategic guidance to management, which is 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 expertise:

- Non-Profit Governance / Previous Board Experience
- Risk and Compliance Management
- AI, IT, Cybersecurity, and Privacy Management

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 130 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 36 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 2024, the BC SPCA provided assistance to over 167,000 animals in need across the province.

Vision Statement

Animals and people thriving together.

Mission Statement

Protecting vulnerable animals and mobilizing communities so animals and people thrive together.

Values

- We are caring and compassionate.
- We work and learn with respect.
- We collaborate to amplify our impact.
- We are ethical, accountable, and courageous.

Programs and Services Include:

- **Protecting animals from abuse.** We are the only animal agency in B.C. with the authority to respond to complaints of suspected abuse and neglect. Our Special Provincial Constables carry out nearly 8,000 cruelty investigations each year and provide evidence to Crown counsel to bring animal abusers to justice under the Prevention of Cruelty to Animals Act and the Criminal Code of Canada.
- **Sheltering & adoptions.** As the largest sheltering organization in the world, we provide temporary sanctuary for tens of thousands of animals each year through our 31 branches in B.C.
- **Emergency rescue & treatment.** We provide emergency rescue and veterinary treatment for thousands of sick and injured animals each year.
- **Lost & found pets.** We reunite thousands of lost pets each year with their guardians through our shelters, our lost and found website and our Pet Registry.

- **Protecting farm animals.** It's not just about dogs and cats at the BC SPCA. Our **farm animal welfare** experts help create a better life for B.C.'s 20 million farm animals by increasing public awareness of farm animal welfare issues.
- **Saving wildlife.** We rescue as many as 2,043 injured and orphaned wild animals each year through our shelters and through Wild ARC, our wildlife rehabilitation centre located in Metchosin on Vancouver Island.
- **Advocating for animals.** We speak out on animal-related issues, such as stronger animal cruelty laws, puppy mills and pet-friendly rental housing.
- **Youth programs.** We empower thousands of young people each year to treat animals with respect and compassion and to become ambassadors for animals in their community through our SPCA Kids Club, our youth magazine *Bark!*, school presentations, summer camps, youth workshops and animal-related curriculum developed for B.C. schools.
- **Reducing pet overpopulation.** Reducing the number of surplus and unwanted animals is key to ending animal suffering. We provide thousands of free and subsidized spay and neuter operations for owned, homeless and feral animals each year through our hospitals and spay/neuter clinics and through community grants.
- **Accrediting companies that use humane practices:** BC SPCA's AnimalKind accreditation program allows more dogs and their guardians to benefit from the help of reward-based trainers and connects the public with wildlife and rodent control companies that use animal-friendly methods and help protect our urban wildlife.

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 \$59M 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

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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 a minimum of five 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 2026/27 Board meeting schedule is as follows:

April 8, 2026 (Wednesday) 6:00 pm – 8:00 pm (AGM) 8:00 pm – 8:30 pm (Board)	Annual General Meeting & Board Meeting to Elect Officers Location: via Microsoft Teams
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April 17-21, 2026	Regular Board Meeting (April 17-18) & Humane Canada Conference (April 19-21)* Location: Whistler, BC *Conference attendance is optional.
June 12-14, 2026 All day	Regular Board Meeting & Informal Strategy Meeting Location: Kelowna, BC
September 26, 2026 9:00 am – 3:00 pm	Regular Board Meeting to Approve Budget Location: via Microsoft Teams
November 28, 2026 9:00 am – 3:00 pm	Regular Board Meeting Location: Vancouver, BC
January 30, 2027 9:00 am – 3:00 pm	Regular Board Meeting to Approve Y/E Audited Financial Statements Location: Vancouver, BC

Time Commitment

The current minimum calendar time commitment for active meeting participation is approximately 65 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 (approximately 3 meetings per annum) scheduled in their governance region.

D. DIRECTOR SELECTION CRITERIA

Personal Attributes

- Accountability;

¹ The calendar time commitment for active meeting participation is approximately 65 hours annually*, calculated as follows:

- Two face-to-face Board meetings of approximately 8 hours each per annum = 16 hours
- One annual Board retreat held in conjunction with a Board meeting = 8 hours
- Three Board teleconferences @ 6 hours each = 18 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

- 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:

- Non-Profit Governance / Previous Board Experience
- Risk and Compliance Management
- AI, IT, Cybersecurity, and Privacy Management

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 expertise 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 December 31, 2025, 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 four 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 (see below); 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 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 Regional Director positions commences and submissions in the form of a candidate package will be received	Phase One of Nominations Process Opens	October 1, 2025
The final date by which the Society will receive a candidate package submission	Phase One of Nominations Process Closes	December 31, 2025
The official date when the Society will begin interviews with those who have submitted a candidate package	Phase Two of Nominations Process Opens	January 5, 2026
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 of Nominations Process Closes	January 16, 2026

Date and time when formal nominations are closed for Phase One and Two candidates.	Final Phase of Nominations Process Closes	February 13, 2026 at 4:00pm PT
“Meet the candidates” session for Regional Council Members (if needed)	Teams meeting	Week of February 16-20, 2026
Application materials must be submitted by email no later than December 31, 2025 to: board@spca.bc.ca. In the subject line, please quote <i>“Candidate Package – Board of Directors.”</i> <i>Enquiries can be addressed to the Chief Executive Officer at board@spca.bc.ca.</i>		

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 and 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: Non-Profit Governance / Previous Board Experience; Risk and Compliance Management; and AI, IT, Cybersecurity, and Privacy Management.

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?