



**EYA**  
**ENVIRONMENTAL**  
**YOUTH ALLIANCE**

HELPING CHILDREN AND YOUTH DISCOVER THEIR INNER NATURE

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## **Volunteer Job Posting: Chair, Board of Directors**

Environmental Youth Alliance (EYA) seeks community leaders with an interest in organizational leadership—plus passion for the environment, sustainability initiatives, and youth education—to join the Board of Directors. We are looking for people with professional experience and personal interests related to youth and the environment, a high level of administrative, organizational, and leadership skills, and strong connections to professional and funding networks in Vancouver.

EYA is currently accepting candidates for the position of Chair of the Board of Directors. Skills and experience in previous leadership and administrative roles are preferred, though we are open and keen to receive applications from anyone interested in working with the organization.

EYA is a non-profit charity that cultivates transformative nature experiences for children and youth in urban environments to foster community connectedness, build ecological leadership skills, and enhance their well-being. We work to engage and empower youth to create meaningful, positive action for our community and environmental health.

To learn more about EYA and our programming, please visit [www.eya.ca](http://www.eya.ca).

The following roles are also currently available on our Board of Directors: Member at Large (HR specialist), Member at Large (Legal specialist). For more information on these opportunities, please visit our related postings for those roles at [www.eya.ca](http://www.eya.ca)

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### **Commitment**

- Attend Board meetings. The Board of Directors meets every 4 weeks and meetings typically last 2 hours.
- Willingness to devote an average of 10-15 hours per month to EYA business above and beyond Board meetings, including supervision of Board committees.
- Provide support and mentorship to EYA's Executive Director, including biweekly meetings/phonecalls and adhoc support.
- Participate in Board special events and meetings, typically two to four per year.
- Represent EYA at community outreach and donor events.
- Fulfill a three-year term, which may be renewed.
- Currently, the Board is a working board focused on strategic planning, fundraising activities, and establishing policies and procedures to support the long-term success of the organization.

### **Specific Responsibilities for Board Chair**

- Is a member of the Board and has all the general responsibilities of a Director.
- Chairs meetings of the Board in accordance with EYA's policies and procedures.
- Provides leadership to the Board of Directors, who sets policy and to whom the managers are accountable.
- Encourages the Board's role in strategic planning.
- Appoints the chairpersons of committees, in consultation with other Board members.
- Serves ex officio as a member of committees and attends their meetings when invited/as needed.



# EYA

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- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Meets regularly with the Executive Director to ensure open communication between the Board and staff and provides leadership and support for the Executive Director.
- Reviews with the Executive Director any issues of concern to the Board.
- Dedicates time to pursue new funding opportunities and communicate with past and current donors.
- Plays a leading role in fundraising activities.
- Plays lead role in formally evaluating the performance of the managers and informally evaluates the effectiveness of the Board members.
- Evaluates annually the performance of the organization in achieving its mission.
- Serves as spokesperson for the organization in its communications with stakeholders.
- Performs other responsibilities assigned by the Board.

### General Director Responsibilities

- Advise, govern, oversee policy and direction, and assist with the leadership and general promotion of EYA to support the organization's mission.
- Participate in Board Committees such as the Fundraising & Communications Committee, Board Development Committee, Programming Committee, Human Resources Committee.
- Participate in EYA fundraising activities including developing and maintaining relationships with donors and pursuing new fundraising opportunities.
- Participate in community events on behalf of EYA.
- Be alert to community concerns that can be addressed by EYA's mission, objectives, and programs.
- Remain up to date with relevant legislation and policies.
- Keep in touch with the general needs and concerns of EYA's operations.
- Help communicate and promote EYA's mission and programs to the community.
- Monitor organizational finances, including adoption and oversight of the annual budget, and financial resources and needs.
- Understand the policies and procedures of EYA and formulate policies where needs arise.
- Financially support EYA through donor plan in a manner commensurate with your ability.
- Conduct periodic evaluations of EYA operations and programs with a view to improvement.
- Ensure succession planning for the Board of Directors.

### Skills

- A high level of administrative, organizational, and leadership skills.
- Previous experience as a Board Chair is an asset.
- Experience in event planning, business administration, grant writing, and facilitation an asset.
- Knowledgeable of board governance and previous board experience is considered an asset.
- Able to work independently and as part of a team.

### How to Apply

To apply for this position, submit a résumé and cover letter outlining your interest and experience to Rebecca Chaster, Board Chair, at [rebecca.chaster@gmail.com](mailto:rebecca.chaster@gmail.com). Applications will be accepted on a rolling basis until May 27, 2019. We may opt to meet with suitable candidates before the deadline, so candidates are encouraged to apply early!