



EYA
**ENVIRONMENTAL
YOUTH ALLIANCE**

HELPING CHILDREN AND YOUTH DISCOVER THEIR INNER NATURE

Volunteer Opportunity: Vice Chair, Board of Directors

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

EYA is currently seeking a Vice Chair who will be an eventual successor to the current Board Chair. The Vice Chair of the Board of Directors will ideally have skills and experience in a previous leadership and administrative roles, though we are open and keen to receive applications from anyone interested in the role..

EYA is a non-profit charity that cultivates transformative nature experiences in urban environments for youth facing barriers 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.

The following roles are also currently available on our Board of Directors: Member at Large (Youth Educator), Member at Large (Corporate Development), Member at Large (Lawyer). For more information on these opportunities, please visit our related postings for those roles at www.eya.ca

Commitment

- Attend Board meetings. The Board of Directors meets every 4 weeks and meetings typically last 2 hours.
- Willingness to devote an average of 15-20 hours per month to EYA business above and beyond Board meetings.
- Provide support to EYA's Board Chair, including regularly scheduled meetings/phone calls and ad hoc support.
- Participate in Board special events and meetings, typically two to four per year, including the Annual General Meeting.
- 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 Vice Chair

- Is a member of the Board and has all the general responsibilities of a Director.
- Chairs meetings of the Board when the Board Chair is unavailable.



EYA

ENVIRONMENTAL YOUTH ALLIANCE

HELPING CHILDREN AND YOUTH DISCOVER THEIR INNER NATURE

- Encourages and facilitates candid and full discussion of key matters that come before the board, helping to foster an atmosphere of openness and trust and maintaining a cohesive team while preserving diversity of opinion and objectivity
- Acts as a liaison between the Board Chair and the rest of the Board
- Serves as a member of the Board Development Committee and plays an integral role in Board recruitment and succession planning.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Plays lead role in formally evaluating the performance of the managers and conducts discussions with individual board members related to their personal self-evaluation and any formal evaluation as part of the organization's board evaluation process.
- 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, if assigned to a 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.
- Strong, effective communicator
- Knowledge of board governance and previous board experience is considered an asset.
- Able to work independently and as part of a team.
- Able to dedicate the time needed to effectively carry out the specific duties of Vice Chair and of the general responsibilities of a director.

How to Apply

To apply for this position, submit a CV and cover letter outlining your interest and experience to Ben Heller, Chair of the Board Development Committee, at board@eya.ca. Applications will be accepted until the position is filled. We may opt to meet with suitable candidates before the deadline, so candidates are encouraged to apply early!