



Position Description – EFC Board Member

Scope

The Board of Directors is the legal authority for Environment Funders Canada (EFC), accountable for the viability of the organization and for ensuring that its programs and initiatives are aligned and in compliance with the organization’s mission, governance and legal requirements. In addition, the Board must ensure that EFC remains effective and responsive to internal and external trends.

With a small staff of four, the EFC Board plays a crucial role in guiding the organization, not only by providing valuable input during our **quarterly Board meetings**, but by actively participating in a minimum of one Board Committee each.

As a member of the Board, and in accordance with EFC’s [Conflict of Interest policy](#), a Director acts in a position of trust for the organization and is responsible for the good governance, fiduciary oversight and strategic approach of the organization while maintaining confidentiality in all EFC matters.

Accountability

A member of the Board is accountable to the EFC Board of Directors and to the members of the organization.

Responsibilities

The Director is responsible for:

- Demonstrating a commitment to the vision, mission and values of EFC
- Attending quarterly Board meetings, annual budget meeting, assigned committee meetings and the Annual General Meeting of EFC
- Participating in a minimum of one standing committee or task group
- Preparing for and participating in all meetings by:
 - Suggesting appropriate agenda items
 - Reading pre-meeting materials and considering implications for decisions made
 - Participating actively in deliberations and decisions
 - Exercising due diligence and thoughtful, careful consideration in all Board deliberations
 - Giving appropriate notice of meeting or event absence, including reason, to the Chair [Note: non-attendance at more than 3 consecutive Board meetings will be deemed as resignation, unless otherwise determined by the Chair]



- Key areas of Board involvement include:
 - Contributing to the Board’s development and review of the strategic plan and monitoring and evaluating progress
 - Deliberating and voting on policy and other recommendations received from the Board, committees and the Executive Director
 - Reviewing bylaws and policies, and recommending changes to the Board
 - Participating in the assessment process and succession planning of the Board
 - Supporting and participating in performance review of the Executive Director as requested by the Chair
 - Working to manage risks to the organization
 - Providing strategic input on emerging issues as requested by the Executive Director

Requirements

- Skills and experience to effectively execute fiduciary responsibilities of a Director, as outlined above
- Skills and experience to contribute to EFC’s programs and services to advance environmental philanthropy in Canada
- Active participation in meetings, committees and special events
- Ability to commit approximately 5 hrs/month to fulfilling EFC Board Director responsibilities (all meetings take place virtually except for a 1 day in-person annual Board retreat)

Term

A Board Member is eligible to serve a total of **three terms of two years** each.

About Environment Funders Canada

Environment Funders Canada (EFC) is a network that catalyzes 75+ diverse funders to respond to environmental crises in Canada with ambitious and innovative solutions that also address intersecting economic, social, equity and wellbeing challenges. [Members](#) are supported in these efforts with in-person and virtual learning and strategy sessions, collaborative funding opportunities, an [annual conference](#), networking, knowledge dissemination and thought leadership products.

There has never been a more critical time for building a wave of change that can push us toward a more sustainable world. And there has never been a more pressing need to increase the effectiveness of our efforts to build better approaches to everything from endangered species protection to urban development.



ENVIRONMENT FUNDERS CANADA

Advancing a sustainable future

In the face of global challenges such as climate change and biodiversity loss, we need a wide range of organizations pulling together to help build a healthier world and to protect invaluable planetary resources and services that provide us all with clean air, clean water, healthy food and a stable climate.

Recognizing that environmental problems are also often rooted in issues of equity, human rights and justice, we must take a broad view of the challenges ahead and work together to develop effective approaches that serve both people and the planet.