



Society Promoting Environmental Conservation  
*Practical solutions for sustainable cities*

## BOARD MEMBER (HR)

### ABOUT SPEC

The Society Promoting Environmental Conservation (SPEC) is a non-profit charitable organization that addresses urban sustainability challenges in Vancouver and the Lower Mainland. Through education, training, research, and advocacy we develop solutions for individuals and organizations in the areas of resilient food systems, waste reduction, renewable energy and Elder's support and engagement. SPEC has an elected Board of Directors and a dedicated team of staff and volunteers to develop and run programs.

### HR BOARD MEMBER RESPONSIBILITIES

We are looking for a board member with an **HR background** to assist SPEC in accomplishing our mission.

Responsibilities and expectations include:

- Provide leadership to help SPEC achieve its mission and uphold its values.
- Be involved in strategic planning to respond to the pressing need for climate action.
- Ensure that standards are maintained by good governance and fiscal responsibility.
- Be an advocate on behalf of SPEC within our community.
- Attend monthly board meetings (2 hours/month) that are primarily online and occasionally in person in the Kitsilano neighbourhood of Vancouver.
- HR: Assist our organization in updating strategies, policies and approaches to HR, volunteer management, health and safety, etc. Including a JEDDI (justice, equity, diversity, decolonization and inclusion) lens on all of our work is very important to SPEC, so knowledge and interest in this area is especially important.
- Work on specific board related tasks in between board meetings to further SPEC's vision and mission - Get involved with one or more committees and dedicate time to support their projects (committees include: Food, Zero Waste, Elder Circle, and Energy & Transportation). Internal committees include Fundraising and Communications; Justice, Equity, Diversity, Decolonization and Inclusion; Event planning (AGM, etc.), Strategic Planning and others, as needed.

### DESIRED QUALIFICATIONS

- Passion to drive change in the community.
- Board governance experience.
- Environmental knowledge.
- Experience with HR and non-profit administration
- Experience in project management.
- Experience working with volunteers and staff teams .
- Experience working in a non-profit environment in Canada/BC



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- Collaborative, respectful and constructive attitude
- Commitment to SPEC's mandate.

#### **ADDITIONAL QUALIFICATIONS:**

While these are not required to join the Board of Directors, we are also looking for the following skill sets, expertise and perspectives:

- Community building and partnership development expertise: experience and interest in helping SPEC develop partnerships with government, business and community organizations to increase the impact of our programs.
- Intergenerational perspective: we are looking to include more young voices to our strategy discussions and program development.

#### **TIME COMMITMENT**

- The time commitment for this role is a minimum 2-year term at 10 hours/month, including preparation for and attendance of 11 board meetings/year with additional strategic planning and committee meetings as required.

In alignment with our organizational value of inclusivity, it is our aim to have a Board which reflects the diversity of the communities we serve. We encourage applications from all qualified candidates, including Indigenous peoples, racialized persons/persons of colour, persons with disabilities, women, LGBTQ2S persons, and others.

Preference will be given to Vancouver residents, though all eligible applicants in the Lower Mainland are encouraged to apply.

**CONTACT:** Please apply by sending your CV and a short statement of interest to: [admin@spec.bc.ca](mailto:admin@spec.bc.ca)