



**Canadian Amphibian and Reptile Conservation Network  
Réseau Canadien de Conservation des Amphibiens  
et des Reptiles**

**TERMS OF REFERENCE**

**April 24, 2012**

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**TERMS OF REFERENCE FOR DIRECTORS**

**I. Expectations of Directors**

Directors act on behalf of the membership and are responsible for the management and oversight of the Network. Directors are familiar with CARCNET's purpose, activities and needs and are well-informed about issues that concern the organization. They have relevant skills and knowledge that help the organization achieve its goals. Directors bring proposals and initiatives to the Board and carry out activities that are relevant to the Network's mission. They are advocates for the organization. Directors are expected to:

1. Attend the majority of the regular meetings and teleconferences;
2. Respond to Board e-mails within a reasonable amount of time;
3. Actively participate in committees;
4. Regularly contribute to the Board activities outlined in section III: General Duties of the Board;
5. Use the Networks resources responsibly and for activities that are consistent with the Governing documents, by-laws and terms of reference;

Board members who do not meet these expectations may be asked by the chair to resign their positions.

**II. Terms of Directors**

1. A Director's term begins and ends with the calendar year.

**III: General duties of the Board**

General functions of the Board that Directors may carry out include:

1. Oversee the Network's resources and finances;
2. Participate in the organization of elections;
3. Define and coordinate the duties and activities of standing committees;
4. Serve on committees;
5. Participate in the appointment of committee members;
6. Oversee the activities of the Network and its' committees, and evaluate the progress and success of those activities;
7. Consider amendments to the Governing Documents, By-laws and Terms of Reference;
8. Oversee the organization of meetings and workshops, including the Annual General Meeting;
9. Promote and represent the Network;
10. Conduct fund-raising activities; and
11. Hire and manage staff and contractors as need arises and funding permits.

**IV. Officers****1. Chair**

The chair provides leadership and is responsible for the overall organization of the Board. The Chair is an ex officio member of all committees. Duties include:

- i. Manage the business of the Board;
- ii. Delegate work within the Board;
- iii. Approve the agenda for each meeting; and
- iv. Preside at meetings of the Board and conduct meetings in an efficient manner.

**2. Vice Chair**

Duties of the Vice-Chair (Chair elect) include:

- i. Assist the Chair;
- ii. Assume the role of Chair when that position becomes vacant; and
- iii. Act as interim chair if the need arises, at the request of the Board.

**3. Past-Chair**

The outgoing Chair assumes the position of Past-Chair. Duties include:

- i. Provide advice to the Chair;
- ii. Assist with ongoing tasks or responsibilities that have been passed on to the new Chair; and
- iii. Act as interim Chair if the need arises, at the request of Board.

**4. Treasurer**

The treasurer manages the Networks' finances. Duties include:

- i. Manage the Network's accounts;
- ii. Make payments and receive funds on behalf of network;
- iii. Produce an annual budget and year-end financial summary and present it to the Board;
- iv. Prepare a statement of contributions for website;
- v. Submit financial statements to Revenue Canada;
- vi. Send out tax receipts;
- vii. Ensure that the budget is balanced each year;
- viii. Advise committees of their budget; and
- ix. Other duties as directed by the Chair.

**5. Secretary**

The secretary is responsible for the administration of the organization. Duties include:

- i. Take meeting minutes;
- ii. Keep track of ongoing tasks and deadlines;
- iii. Send out reminders;
- iv. Set up meetings;
- v. Maintain an archive of Board documents and meeting minutes;
- vi. Track committee membership and ensure that each committee has a chair;
- vii. Track Director terms and coordinate term review and renewal; and
- viii. Other duties as directed by the Chair.

## **TERMS OF REFERENCE FOR COMMITTEES**

### **I. Purpose of CARCNET/RÉCCAR committees**

1. Carry out specific duties or tasks that are relevant to the Networks' mission, as delegated by the Board. The committee's mandate is determined by the Board. The committee is expected to report on progress to the Board, and to make efficient use of the Board's time. Materials for the Board's consideration should be provided in advance, with sufficient time for review and deliberation.
2. Leverage additional expertise, support and resources from the membership.
3. Involve the general membership in the Networks' activities.
4. Provide opportunities for future Directors to gain experience with the Network.

### **II. Committee membership**

1. A committee shall consist of not less than 3 and not more than 10 members, with a minimum of one Director.
2. Each committee has one chair, who is responsible for reporting to the Board on committee activities.

### **III. Awards and Scholarship Committee**

Duties include:

1. CARCNET/RÉCCAR travel bursaries and Blue Racer Award:
  - i. Call for applications two months before AGM is held;
  - ii. Review applications and select winners one month before AGM;
2. CARCNET/RÉCCAR scholarship
  - i. Call for applications by December 1<sup>st</sup>;
  - ii. Review applications and select winners in time for them to be announced at the AGM;
3. Best Student Platform Presentation and Poster Awards:
  - i. Attend student presentations and poster sessions at the AGM;
  - ii. Select winners for each category;
4. Provide information about the Silver Salamander Award to the local conference committee, which solicits nominations and selects the recipient of this award;
5. Announce recipients and present awards at the AGM; and
6. Ensure that prizes and awards, including plaques for the Silver Salamander Award and Blue Racer Award, are ready prior to the AGM.

### **IV. Membership Committee**

Duties include:

1. Maintain and regularly update membership list;
2. Develop tracking system for membership;
3. Remind members to renew membership ;
4. Coordinate e-mail and general correspondence with membership;
5. Develop strategies or activities to increase membership; and
6. Draft and send letters of recognition/thanks.

### **V. Nominating Committee**

Duties include:

1. Track membership of committees;

2. Coordinate Board elections, when need arises; and
3. Identify members to be appointed to committees.

#### **VI. Outreach and Volunteer Committee**

Duties include:

1. Promote CARCNET/RÉCCAR and its mission through the website and other media;
2. Provide support to website development and management;
3. Liaise with and support other organizations involved in reptile and amphibian outreach activities;
4. Prepare media releases and outreach materials; and
5. Publicly announce winners of awards, including updating and maintaining award information on the website and preparing press releases about the awards.

#### **VII. Management and Publications Committee**

Duties include:

1. Production of the Canadian Herpetologist in partnership with the Canadian Association of Herpetologists (CAH), or other publications as opportunities arise;
2. Coordinate fundraising efforts; and
3. Provide support to website development and management.

#### **VIII. Meetings and Workshop Committee**

Duties include:

1. Organize the AGM;
2. Decide on the location of the AGM and conferences;
3. Recruit an ad hoc local organizing committee and advise and assist this committee with the organization of the annual CARCNET/RÉCCAR conference;
4. Collect and archive accumulated expertise and “lessons learned” on organizing conferences;
5. Recommend use of legacy funds to the Board; and
6. Organize workshops on subjects relevant to the Networks’ mission.