

Recruitment Posting for AWES Board of Directors (Policy Governing Board)

Position: Board Member/ Director (Volunteer)

Time Commitment: Approx. 5 hours per month

Term: Two years, appointed or elected at the Annual General Meeting (October 2025)

Role Required

The Agroforestry & Woodlot Extension Society (AWES) is seeking applications for individuals for the following vacancies in its Board of Directors:

- President
- Vice President
- Treasurer
- Director(s)

Location

AWES is located along the northern stretch of Fort Road in Edmonton, AB. Currently, all Board meetings are held virtually.

About AWES

AWES is a growing environmental non-profit organization that provides direct assistance to landowners, municipalities, and organizations. AWES aids and partners with these groups with funding or by providing expertise on planting project design and implementation, tree health assessment, municipal policy guidance, restoration, agroforestry, bioengineering planning, sourcing plant material, and planting and maintenance of forested and transitional areas. Our planting projects extend across Alberta, and we promote community capacity building through extension services such as webinars, training and workshops. AWES is helping communities and landowners make the most of their forests, large and small.

Authority and Responsibility

The Board of Directors is the legal authority for AWES. As a member of the Board, the Director acts in a position of trust for the community and is responsible for the effective governance of the Society.

Requirements

- A strong commitment to the mission and work of the Society
- Knowledge and experience in one or more key areas of Board governance, such as policy development, financial oversight, program planning, environment, human resources, or advocacy
- Willingness to actively participate on Board committees
- Regular attendance at quarterly Board meetings
- Availability to attend additional or committee meetings as needed
- Presence at the Annual General Meeting (AGM)
- Participation in membership meetings, if and when they are held
- Willingness to support and/or participate in special events, including fundraising activities

Term

Directors are elected by the membership at the AGM. Directors serve for a two-year, consecutive term. Directors may be released at the end of the term, by resigning, or according to AWES bylaws.

General Duties

A Director is informed on Society's matters and participates in the Board's deliberations and decision in matters of policy, finance, programs, personnel and advocacy.

Director Responsibilities:

- Prepare for and actively take part in all Board meetings, including the AGM.
- Review and approve policies and recommendations put forward by the Board, its committees, or senior staff, when appropriate.
- Oversee the implementation and adherence to all Board policies.
- Evaluate the bylaws and policy manual and propose any necessary bylaw changes to the membership.
- Assess the Board's structure, approve changes, and assist with drafting required bylaw amendments.
- Take part in developing AWES's organizational plan and its annual review.
- Approve the annual AWES budget.
- Help identify, recruit, and mentor potential new Board members.
- Support fundraising efforts as they arise.
- Approve the hiring or release of the Executive Director, including their employment contract, based on recommendations from the Personnel Committee.

- Participate in evaluating the Executive Director's performance.
- Promote positive relationships among Board members, staff, committees, and the community to support AWES's mission.
- Follow the organization's bylaws, code of conduct, and relevant Board policies.

Qualifications

The following are considered key job qualifications:

- Knowledge of the community and the field in which AWES operates
- Commitment to AWES's mission and strategic directions
- Availability of sufficient time to devote to board duties
- Openness to learning