



# ISLANDS TRUST CONSERVANCY BOARD POLICY

**Policy number: 3.1.3**

**Title: Islands Trust Conservancy Board Roles and Responsibilities**

**Approved By: Islands Trust Conservancy Board**

**Date: June 18, 1996      Resolution #: TFB 96/79**

**Revised      Date: August 4, 1998      Resolution #: TFB 98/230**

**Revised      Date: January 24, 2000      Resolution #: TFB 00/313**

---

## **PURPOSE**

To delineate the roles of the Islands Trust Conservancy Board in strengthening the Islands Trust Conservancy and in planning and implementing its programs.

## **Policy**

### **ROLE OF BOARD:**

#### **1.0 Promote public awareness of and involvement in Islands Trust Conservancy programs.**

- Approve annual reports; review and distribute promotional materials; initiate land owner contacts; promote the Islands Trust Conservancy to potential donors; liaise with conservancy/local groups and promote cooperative actions; approve and assist in implementing communications strategy.

#### **2.0 Facilitate acquisition and management of Islands Trust Conservancy assets.**

- Approve property acquisition and stewardship initiatives and agreements; approve covenants; approve fund raising strategy(s); assist with fundraising initiatives, provide financial support to the organization based on personal means; ensure risk

management; approve property management initiatives; facilitate Crown Land transfers.

**3.0 Nurture positive relations with the other entities within the Islands Trust and other agencies.**

- Communicate with and promote the Islands Trust Conservancy to Islands Trust Council; review quarterly reports to Trust Council; promote the Islands Trust Conservancy work and procedures to local trustees; liaise with Executive Committee; review interagency liaison program; liaise with Minister and other key government officials.

**4.0 Approve operating policies, legislative initiatives, and operational requirements.**

- Approve operating policies and procedures; approve organizational structure and help determine staffing needs; ensure management of risk, approve and promote annual budget submission; monitor budget implementation; approve legislative initiatives; ensure legislative compliance; assist in recruiting and evaluating Islands Trust Conservancy Manager's performance; assist in recruiting new Board members.

**5.0 Update the Islands Trust Conservancy Strategic Planning Initiatives and monitor their implementation.**

- Develop, monitor, implementation and update the Islands Trust Conservancy Plan; develop and oversee implementation of a five year strategic plan; approve and monitor annual work program; monitor implications of programs to object of Islands Trust; process Islands Trust referrals.

**ISLANDS TRUST CONSERVANCY  
ROLES AND RESPONSIBILITIES**

Date: January 18, 2000

<b>RESPONSIBILITY</b>					
<b>ROLE</b>	<b>BOARD</b>	<b>MEMBERS</b>	<b>CHAIR</b>	<b>ITC MANAGER</b>	<b>OTHER</b>
<b>1.0 Promote public awareness of and involvement in Islands Trust Conservancy programs</b>					
• approve annual reports;			*	*draft annual report	
• review and distribute promotional materials;	*	*	*	*prep. materials	
• initiate land owner contacts;		*	*	*	
• promote ITC to potential donors		*	*	*	
• liaise with conservancy/local groups and promote cooperative action		*	*	*	
• approve and assist with communications strategy;	*			*prep. strategy	
<b>2.0 Facilitate acquisition/stewardship and management of Islands Trust Conservancy assets</b>					
• approve property acquisition and stewardship initiatives and agreements	*			*identification & draft	Legal Counsel
• approve fund-raising strategy(s);	*			* prep. strategy	
• participate in fund-raising activities	*	*	*	*	
• provide financial support to the organization based on personal means		*	*	*	
• ensure risk management	*			*	
• facilitate Crown Land transfers.	*		*	* identification	
<b>3.0 Nurture positive relations with the</b>					

RESPONSIBILITY					
ROLE	BOARD	MEMBERS	CHAIR	ITC MANAGER	OTHER
<b>other entities within the Islands Trust and other agencies</b>					
• liaise with Islands Trust Council;	*	*	*	*provide info.	
• review quarterly report;			*	*prep. report	
• liaise with Executive Committee;			*	*biweekly update	
• liaise with local trust committees;		*	*	*as necessary	
• review interagency liaison & initiatives program;	*			*identify/coord.	
• liaise with Minister and other key Gov't officials		*	*	*as reqd. by Chair	
<b>4.0 Approve operating policies, legislative initiatives, and operational requirements.</b>					
• approve operating policies and procedures	*			*develop as necessary.	
• approve ITC organizational structure and help determine staffing needs;	*			*recommendations	
• ensure management of risk;	*			*	
• approve and promote annual budget submission;	*(approve)	*(promote)	*(promote)	*prep. Submission & promote at mgmt. level	*financial plg. Committee/Exec. Com./Trust Council
• monitor budget implementation;	*		*	*day to day	
• ensure legislative compliance;	*			*	
• approve legislative initiatives;	*			*recommend	
• recruitment and evaluation of ITC Manager	*		*		TAS Director
• assist with operations through workgroup participation;		*			
• assist with Board members recruiting.	*			*identify. needs	

<b>RESPONSIBILITY</b>					
<b>ROLE</b>	<b>BOARD</b>	<b>MEMBERS</b>	<b>CHAIR</b>	<b>ITC MANAGER</b>	<b>OTHER</b>
<b>5.0 Update the Islands Trust Conservancy Plan and monitor its implementation.</b>					
• Develop, monitor, and update Islands Trust Conservancy Plan	*			*draft	Minister Approves Plan
• Develop and monitor strategic planning initiatives	*				
• Approve and monitor annual work program;	*			*prep. program	
• evaluate progress and results of ITC programs and ITC effect on mandate.	*		*	*	
• process Islands Trust referrals	*		*	*	* Council, RPC, Mgt.