



Introduction to the Board of Directors

Courtenay & District Fish & Game Protective Association (CDFGPA)

The Courtenay & District Fish & Game Protective Association (CDFGPA) invites committed members to stand for election to the Board of Directors. Board service is both a leadership trust and a fiduciary duty: Directors steward the Association's mission, finances, people, records, and reputation, making decisions that align with the BC *Societies Act*, the *CDFGPA Bylaws*, and Board-approved policies. As the employer of Association staff, the Board also upholds fair and lawful workplace practices, as well as consistent disciplinary oversight. In short, the Board sets direction, ensures compliance, and safeguards the long-term health of the Association.

- **Governance & oversight:** Manage—or supervise the management of—the Association's activities and internal affairs; set direction, approve policies, and monitor results.
- **Employer responsibilities:** The Board is the employer of Association staff. Directors set or approve staffing structure and remuneration within the budget, support fair and lawful HR practices, uphold a respectful and psychologically safe workplace, and ensure compliance with employment, privacy, and health & safety requirements. Day-to-day supervision may be delegated, but ultimate accountability remains with the Board.
- **Financial stewardship:** Approve budgets, safeguard assets, and ensure transparent, accurate reporting.
- **Privacy & records:** Protect member and employee personal information, honour in-camera confidentiality, and manage records and documents in line with law and policy.
- **Member service & equity:** Make fair, consistent decisions that reflect our purposes and provide an equitable experience for all members.

Disciplinary oversight (fairness, due process, and consistency)

- **Standards of conduct:** Directors uphold and model respectful communication and safe behaviour in all Association forums (boardroom, range, online, and events).
- **Complaints & investigations:** The Board ensures complaints are received, triaged, and investigated impartially; natural justice is respected (notice, right to respond, clear reasons).
- **Proportionate outcomes:** Ensure corrective actions such as education, conditions, restrictions, or, where warranted, suspension/expulsion, are applied consistently, with attention to their impact, risk, and precedent.
- **Confidentiality & privacy:** Sensitive matters (HR, discipline, in-camera issues, personal information) are handled discreetly and in accordance with the law.
- **Follow-through:** The Board tracks corrective actions to completion and reviews lessons learned to prevent recurrence and promote improvement.

What is expected from nominees

- **Fiduciary mindset:** Act honestly, in good faith, and in the best interests of the Association; exercise the care and diligence of a prudent person; disclose and manage conflicts.
- **Employer readiness:** Comfort with HR accountability—reviewing policies, setting expectations, overseeing performance and safety, and taking fair, timely decisions when issues arise.
- **Confidentiality discipline:** Protect in-camera discussions and personal information; never use member or staff data for improper purposes.

Nominees are expected to uphold professional communication standards, ensuring that all interactions are factual, respectful, and compliant with privacy regulations. Time and teamwork are crucial to the CDFGPA operations. Board Members are required to prepare for meetings, read materials, serve on committees, and collaborate constructively, even when views differ. If you are ready to help lead a fair, safe, and well-governed Association and to carry the privileges and accountabilities of a governance-employer role, we invite your nomination.

For more information on the Board of Directors' duties, please contact:
theboard@courtenayfishandgame.org.