

# Management Committee Position Descriptions

## Chair

The Chair is responsible for guiding the Management Committee in recommending and implementing the strategies, action plans, and projects of BoFEP. The Chair will also ensure the efficient management of resources, projects, and services, and other operations of the Partnership. The Chair also presides over meetings. The BoFEP [bylaws](#) provide more detail on the role of the Chair. Prior knowledge of or involvement in BoFEP is an asset. The Chair will be supported by the Management Committee, including the Past-Chair who can provide information and advice where required.

At this time, BoFEP is undergoing a strategic revival. BoFEP requires a boost in membership participation, membership revenues, and project ideas. There is a core dedicated group of BoFEPers who are excited about a fresh direction and a re-invigoration of BoFEP. In the past, BoFEP has been interested in everything from marine science to public outreach. As a virtual institute, BoFEP's strength rests in its partnerships and aims to be a hub in a wheel of partnering organizations that are also interested in the Bay. The Chair will be responsible for strategically moving BoFEP forward and maintaining momentum with new projects and active recruitment of new members.

## Vice-Chair

As a member of Management Committee, the Vice-Chair is actively involved in recommending and implementing the strategies, action plans, and projects of BoFEP. The Vice-Chair acts in place of the Chair when and where the Chair is not available.

This is an excellent position for an early-or mid-career individual interested in a career in conservation, marine management, or marine sciences. The opportunities to develop skills such as grant writing, project management, and general management of an organization, and networking will be a great professional development experience.

## Secretary

The Secretary is an elected Management Committee position. The Secretary is responsible for taking minutes at meetings of the Steering and Management Committees as well as the Annual General Meeting and any other meetings that take place during the year. Meetings of Management Committee typically occur every two weeks and are an hour in duration. Steering Committee meetings are more sporadic but typically occur once per quarter and are usually a half day. Meetings, unless in exceptional circumstances, take place over the phone. The Secretary may be asked to travel on occasion, especially to attend the AGM in November of each year. There are templates for AGM and regular meeting minutes for the Secretary to follow. The Secretary is one of the most important positions for BoFEP; as an organization with charitable status BoFEP has a duty to be accountable for its activities and keeping minutes and good records is one of the only ways to do that.

The Secretary is also a voting member of BoFEP's Steering Committee and will play an active role in BoFEP's Management Committee. This role is a great way to learn the inner workings of a non-governmental organization and there may be opportunities to develop skills such as grant writing, leadership, project management, and more.