



## FEDERATION OF BRITISH COLUMBIA WOODLOT ASSOCIATIONS

### **Job Posting:**

#### **General Manager, Federation of BC Woodlot Associations**

- Contract position, term to be negotiated
- Part Time (~120 hours/month)
- Contract (\$120,000 - \$150,000 per annum)

#### **Forests in Good Hands**

The Federation of British Columbia Woodlot Associations is seeking a General Manager to provide leadership and handle operations of the Federation's business.

#### **About the Position**

Reporting to the Board of Directors, this key senior role provides effective leadership in achieving the Federation's purposes, priorities, goals and objectives by building and maintaining solid working relationships with government, industry, First Nations and others within the forest sector.

Duties and responsibilities include:

#### *Leadership*

- Understand and be an effective voice in the development of BC forest policy
- Provide input into forestry and forest related legislation and regulations
- Participate in forest sector, e.g., government, councils and committees
- Make recommendations for decision making in support of the FBCWA Board of Directors and members to achieve the Federation's purposes, goals, priorities, and objectives
- Provide guidance to the Board with respect to governance – e.g., Societies Act, regulations, bylaws
- Ensure that Board decisions are implemented
- Raise the profile of the Woodlot Licence program and the FBCWA

#### *Relationship Building*

- Build and maintain solid working relationships with government, industry, First Nations and others within the forest sector
- Act as spokesperson on behalf of the Federation, speaking at public events, media interviews and during consultations and meetings with public and private stakeholders
- Lead and facilitate meetings to increase public awareness of woodlot licences and encourage participation in local Woodlot Associations

#### *Management and Administration*

- Establish and manage the Federation's day-to-day operations and administration including

business processes, priority setting, and the preparation, approval, implementation, and delivery of annual work plans and budgets

- Provide guidance and oversight to Federation contractors and consultants
- Support volunteers, committees, and Woodlot Associations in carrying out the Federation's business
- Submit General Manager's reports for inclusion in Woodland Almanac issues
- Prepare and deliver annual update on activities for AGM
- Provide reports to the FBCWA Board of Directors for monthly virtual meeting, and participate in Board of Directors virtual meeting
- Participate in other meetings, as required

#### *Licensee and Member Support*

- Manage and contribute to communications including the Federation's website, extension, outreach and support services
- Research and prepare guidance and extension documents for WL licensees, contractors and others

*Other duties may also be requested by the Federation.*

The General Manager is an independent contractor who reports to the FBCWA Board of Directors. The successful candidate may reside and work from anywhere in BC; regular travel is required for attendance at meetings. Non-conventional hours, including evenings and weekends are also required.

In addition to contractor fees, the contract includes provision for travel expenses, training, and technology.

The General Manager may not be a woodlot licence holder and should be registered with the Association of BC Forest Professionals.

#### **About the FBCWA - Forests in Good Hands ([www.woodlot.bc.ca](http://www.woodlot.bc.ca))**

The FBCWA is a non-profit society, whose members are Woodlot Associations that represents the interests of the 845 woodlot licence holders throughout the province of BC. The Federation seeks fair and reasonable forest policy that allows all woodlot licensees and owners to practice exemplary forest management and natural resource stewardship in a socially, economically, and environmentally responsible manner.

#### **About the Ideal Candidate**

You will already be knowledgeable about the Federation and its work, and will have experience in a leadership (senior manager) position within the forest sector and/or government. You will have a working knowledge about forestry and forestry-related legislation, regulations, and policy; forest tenure administration; and natural resource management in BC. You will be well respected and seen as a leader by colleagues in the forest sector and government; and have a demonstrated ability to communicate and work with First Nations and high levels of government.

You will have excellent written and verbal communication skills; and be adept at addressing large groups of people. You will be proficient in the use of computer-based applications including Word, Excel, and PowerPoint.

You will have a keen interest in small tenures and a passion for stewardship of the forest and natural resources. You will be able to bring your understanding of family forestry, small locally owned business, and sustainable forest management, and combine it with your ability to communicate with high levels of government.

Your persuasion skills are excellent and you must be able to relate respectfully, knowledgably and effectively to a diverse range of people, including ministry staff at all levels and Indigenous people. You will possess a thorough understanding of how government, especially at senior levels, functions. You may already have built solid connections with industry, government, First Nations and communities across BC.

You will be enthusiastic and energetic to accomplish the important work we are doing and bring an innovative, creative and solutions-focused orientation to the organization.

### **How to Apply**

Please submit the following to [liz@humannaturedevelopment.com](mailto:liz@humannaturedevelopment.com), no later than **July 25<sup>th</sup> 2022**:

- Resume
- Cover Letter highlighting what attracts you to this role and how your skills and experience are relevant.
- References