

Board Member Contract for Society for Conservation Biology (Oceania):

SCB is focused on conservation science, policy, management and education. It is critical as an organization for us to build our capacity to lead in these areas. The Board is the leadership group but we are all volunteers and so there is a need to maximize our efficiency and effectiveness. To try to ensure that board members, including Presidents understand their collective responsibilities, the following contract is aimed at articulating the responsibilities of Board Members of the Oceania Section of SCB. The contract would be signed at the beginning of a Board Members term and for as soon as possible for current serving Board Members.

Our Vision

Global: The Society of Conservation Biology advances the science and practice of conserving the Earth's biological diversity.

Oceania: We promote effective conservation in Oceania, underpinned by science.

Our Board's Values

- Accountability, integrity, and effectiveness.
- Commitment to sustainability, recognising its importance for the long-term viability of human societies and environments.
- Valuing biodiversity – including ecological complexity – and evolutionary processes necessary to support all species including our own.
- Commitment to decreasing human-caused extinctions in Oceania
- Promoting the responsibilities of all people and their governments to maintain and restoring biodiversity
- Promoting the importance of science for decision-making.

Board Member Contract

I, _____ understand that as a member of the SCB Board of the Oceania Section, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward. Through being a member of the Board I will have authority to vote and determine the overall policies, directions, and balance that the organization will adopt during my term.

I recognize that, as a board member:

- I am fiscally responsible, with the other board members, for this organization. It is my duty to know what our budget is and to take an active part in planning the budget and implementing the fundraising to meet it.
- I am legally responsible to this organization. I am responsible to know and approve all policies and programs and to oversee their implementation.
- I am morally responsible for the health and well-being of this organization. As a member of the board, I have pledged myself to carry out this organization's vision to achieve its goals.
- I will also adhere to the agreed code of conduct for SCB Board Members in relation to my activities as a board member which does not bring the organization into disrepute.

To carry out these responsibilities I will:

1. Act with honesty, integrity and transparency
2. Consider myself a leader of SCB and do my best to ensure the organisation is well-maintained, financially secure, evolving and always operating in the best interests of our mission and those we serve.
3. I will represent SCB in a positive and supportive manner at all times
4. Listen carefully to my fellow board members and SCB staff. I will respect their opinions and respect and support the majority decisions of the Board.
5. I will actively contribute to the Board and to SCB. I will attend at least 75 percent of board meetings, committee meetings, and special events.
6. Actively contribute to SCB fundraising activities.
7. Keep confidential information confidential
8. I will ensure personal or financial interests do not conflict with my ability to perform my duties and excuse myself from discussions and votes where I have a conflict of interest.
9. I will stay informed about what's going on in the organization. I will ask questions and request

information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.

10. Bring to the attention of the board any issues I believe will have an adverse effect on SCB or those we serve.
11. I will work in good faith with staff and other board members as partners toward achievement of our goals. I will seek to ensure that SCB is well- managed, rather than attempt to directly manage the organization myself.
12. I will not harass, bully or discriminate colleagues or members of the public.
13. I take responsibility to report any improper conduct or misconduct occurring.
14. If I don't fulfill these commitments to the organization, I will expect the board president to call me and discuss my responsibilities with me.
15. To the best of ability agree to serve the term and I will endeavor to encourage others to serve when I leave the Board.
16. Be open to service a position of responsibility (President, vice president, treasurer or secretary).
17. Within 6 months of joining the board I will participate in one committee activity and lead an initiative

In turn, the organization will be responsible to me in the following ways:

1. I will be sent, without having to request them, financial reports and an update of organizational activities that allow me to fulfill my legal responsibilities to the organization;
2. I will be provided with adequate orientation when I join the board and will be informed of any changes in programs;
3. Opportunities will be offered to me to discuss with the board president the organization's programs, goals, activities, and status; additionally, I can request such opportunities.

4. The organization will help me perform my duties by keeping me informed about issues in which we are working and by offering me opportunities for professional development as a board member.
5. Board members will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me toward achievement of our goals.
6. If the organization does not fulfill its commitments to me, I can call on the board president to discuss the organization's responsibilities to me.

Signed: by _____, Board Member Date _____ and by
_____, Board President Date _____

The board president should sign two copies of this agreement for each board member. Each new board member should sign both, return one copy to the board president, and keep the other for reference.