

## CITY GREEN SOLUTIONS SOCIETY IS LOOKING FOR BOARD MEMBERS – GENERAL AND SECRETARY

January 2018

[City Green Solutions](#) is an enterprising non-profit organization with a mission to excite, inspire and lead British Columbians in finding energy and GHG reduction solutions.

We are currently looking for individuals with an interest in advancing building energy efficiency and GHG reduction to serve as a volunteer on the Board of Directors as a general board members or secretary.

### REQUIREMENTS FOR BOARD MEMBERS - GENERAL

- Demonstrated interest in energy conservation and the work of City Green.
- Attendance and active participation at monthly board meetings (typically the 3<sup>rd</sup> or 4<sup>th</sup> Wednesday or Thursday of the month) from 5:30 to 7 pm (downtown Victoria).
- A time commitment of (on average) three hours per month, including meeting preparation, meeting attendance and/or participating in a board committee.
- Be informed of the services provided by City Green Solutions and publicly support them.
- Prepare for, and participate in, the discussions and the deliberations of the board.
- Board experience an asset, but not required. The board is open to mentoring younger board members who have demonstrated an interest/passion for sustainability issues.
- Experience in website development, business IT systems, advertising, social-marketing and business development is an asset.
- Be aware and abstain from any conflict of interest. Individuals working for business or organizations that offer similar services and programs are not encouraged to apply.

### REQUIREMENTS FOR BOARD MEMBERS - BOARD SECRETARY DUTIES

- Meet requirements for general board members
- Ability to familiarize yourself with organizational legal documents (by-laws, purpose, articles
- Interest in supporting the organization to:
  - Draft a monthly agenda for the ED and Chair to review.
  - Organize meeting dates and sending out the meeting notice and receiving confirmation of who will attend.
  - Take meeting minutes. Review and verify accuracy of the meetings minutes with ED and Chair, then circulates to all Directors.
  - Assist with maintaining records of the board meetings.

### SEND APPLICATIONS

To Peter Sundberg: [manager\[at\]citygreen.ca](mailto:manager[at]citygreen.ca)

Applications should consist of a short cover letter and resume stating your interest in joining the City Green Solutions board, providing details how your experience and skills meet the requirements outlined above.

## ABOUT

[City Green Solutions](#) is an enterprising non-profit organization with a mission to excite, inspire and lead British Columbians in finding energy and GHG reduction solutions. We provide energy modelling for new construction and retrofit evaluations of existing residential, commercial and institutional buildings; advise for access to grants and financial incentives; program design and management services for local governments and utilities; energy benchmarking services; customized energy efficiency marketing programs; research and evaluation services; quality assurance services; education and training, and more!

One of the more publically facing services City Green offers is the EnerGuide Rating System energy evaluation that assists homeowners to access Home Renovation Rebate Program to access rebates for upgrades to insulation, air sealing, space and water heating systems, windows, and ventilations systems.

**For information on other programs City Green delivers, or is a partner for program delivery, see:**

- [BC Home Energy Coach Program](#)
- [Oil To Heat Pump Incentive Program](#)
- [Vancouver – Pre-Rinse Spray Valve Program](#)
- [Rate Our Home](#)
- [Vancouver Heritage Energy Retrofit Program](#)
- [Energy Save New West](#)
- Development of Technical Resources ([BC Energy Compliance Report](#)) for the [BC Energy Step Code](#)