



**SHOREBIRD
CONSERVATION AND
EDUCATION**
SAINT JOHN NATURALISTS CLUB
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Terms of Reference of the Shorebird Conservation and Education (SCEP) Committee

The Irving Nature Park Shorebird Conservation and Education project began as an informal project of the Saint John Naturalists Club in a partnership with Nature NB and the Irving Nature Park during 2019 and 2021. The Shorebird Conservation and Education Project (SCEP) Committee was created in 2022 to manage what became a funded and growing project. The following terms of reference outline the structure and reporting relationship of the Committee to the Saint John Naturalists' Club Inc. (SJNC).

PURPOSE

The Committee is responsible for the successful operation of the Shorebird Conservation and Education Project (SCEP). Those responsibilities include:

- a) Building and maintaining project partnerships with Nature NB, Irving Nature Park and others as may become involved,
- b) Planning future operations,
- c) Recruiting and training volunteers and paid Official Counters/Technicians
- d) Raising adequate funding,
- e) Conducting regular public and volunteer workshops about shorebird conservation and identification and public engagement strategies.
- f) Establishing and maintaining appropriate count procedures and protocols,
- g) Collecting and submitting data to the Atlantic Flyway Shorebird Initiative (subject to capabilities of the Official Counter/Technician),
- h) Safely storing the data collected,
- i) Analysing the data,
- j) Preparing and circulating annual and other reports,
- k) Educating naturalists and the public about the SCEP and
- l) Informing the SJNC executive and members regularly about SCEP activities.



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STRUCTURE and TERM

- a) The Committee shall consist of the SJNC President (ex officio), a Committee Chair, the SJNC Treasurer (ex-officio) and at least two other members.
- b) The Committee Chair shall be appointed by the SJNC, on the recommendation of its Nominating Committee, to serve for a term of three years.
- c) The other members shall be appointed by the SJNC, on the recommendation of its Nominating Committee, to serve for a term of one year.
- d) Elected members may serve for an unlimited number of consecutive terms,
- e) The Committee shall appoint a Secretary from among its members,
- f) Should a member be unable to complete a term, upon recommendation from the Committee, the SJNC President shall appoint a replacement to serve until the next annual meeting of the SJNC.
- g) The SJNC Club Program Coordinator shall provide logistical and support services to the Committee.

VOTING

- a) All members, including ex-officio members, are eligible to vote.
- b) Members must indicate if they are in a potential conflict of interest. The remaining members of the Committee will decide if there is a conflict of interest and, should that be the case, the member in the conflict of interest position will excuse him/herself for the relevant discussion and vote.
- c) In the event of a tie vote, the motion will be deemed to have failed.
- d) Quorum shall be majority (50%+1) of the voting committee members present at a meeting.

REPORTING TO SJNC

- a) The Committee, through its Chair, shall be responsible to the SJNC President and shall provide a report on operations whenever requested.
- b) The Committee shall report to the SJNC membership not less than three times per year.
- c) The Committee shall submit a written summary of the past year's activities at the annual general meeting of the SJNC.
- d) The Committee shall publish an Annual Report that summarises the past calendar year's operations as well as an analysis of the data collected during the year. This report shall be distributed to stakeholders, supporters, and to the SJNC.



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- e) The SCEP budget year will be May 1 to April 30 to best manage within normal funding agency time frames.
- f) The budget shall be presented to the SJNC membership for review and approval.
- g) Any spending not included in the annual budget shall be submitted for approval by the executive committee of the SJNC.
- h) The SJNC Treasurer shall control all cash receipts and disbursements and shall provide a financial statement as needed.
- i) The SJNC President shall execute all contracts.

EFFECTIVE DATE

These Terms of Reference shall become effective when approved by the SJNC Executive Committee.

Approved by the Saint John Naturalists' Club Executive Committee on July 25 2022.