

Sherwood Park Fish and Game Association

Consumptive Conservation Job Description

Consumptive Conservation

The primary function of the Consumptive Conservation Director is to oversee and promote the activities of the SPFGA that support the utilization of fish and wildlife resources. This position is responsible for promotion of the Association's hunting, fishing, and trapping activities that seek to ensure healthier fish and wildlife resources overall.

Requirements

This list is not inclusive:

- Meet the eligibility requirements set out in [Bylaw 4.1.3](#).
- Regularly attend SPFGA Board meetings in accordance with bylaw requirements, as well as attending General meetings, and Special meetings when called.
- Be knowledgeable in the use of modern, distributed collaboration tools such as (but not limited to):
 - E-mail,
 - Microsoft Office
 - Online collaboration and meetings using Microsoft Teams

Qualifications

The following list is not inclusive:

- Experience and knowledge about hunting and fishing in Alberta.
- Strong organizational and planning skills.
- The ability to innovate and adapt
- Strong communication skills, both written and verbal.
- Experience in the area of governance, stewardship, and/or strategic planning.
- Experience in organizational effectiveness and design.
- Active volunteer experience.
- Public speaking skills and experience.
- Conflict resolution and change management experience.

Responsibilities

The following list is not inclusive:

- Contribute to the effectiveness of the Board and its members.
- Perform other responsibilities as assigned by the Board.
- Make a serious commitment to participate actively in Board and committee work.
- Stay regularly informed on Association matters by participation and discussions with Board members via virtual meetings, in person meetings, or online collaboration tools.
- Know and understand the Conservation Easement (CE) that exists between SPFGA and the Nature Conservancy of Canada (NCC).

- Prepare well for meetings, and review and comment on minutes and reports.
- Keep the Board informed of Association matters with reports at regular Board meetings.

Tasks and Duties

The following tasks and duties are assigned. These lists are not inclusive.

General

- The primary liaison between SPFGA and other organizations that support and promote hunting and fishing provincially and nationally.
- Liaise between SPFGA members and Fish & Wildlife when questions or concerns arise.
- Assist in identifying and engaging guest speakers to present to our members on issues of concern to the hunting and angling communities.
- Remain current with hunting and fishing programs, activities.
- Monitor and respond to emails on the assigned email address.
- Review the contents of The Ketchamoot Discourse Facebook discussion group for discussions or questions relative to their area. Respond to members and answer questions.
- As required, provide relevant content to the Communications Director for Bullet Points, Safe and Sound, or the quarterly newsletter.

Financial

- Prepare an annual budget for consumptive conservation activities and submit it for inclusion in the annual operating budget.
- Track and approve expenses related to hunting, trapping & angling activities.

Facilities

- Maintain and stock the fishing pond.

Events

- Plan and organize the annual hunting awards measuring event.
- Plan and organize the annual "Hunter's Night" meeting in late summer/early fall.
- Work with the Archery and Firearms Director to organizing events specific to hunters.