

# **Agroforestry & Woodlot Extension Society**

## **Terms of Reference**

### **Background**

The Woodlot Extension Program (WEP) was established in 2000 to provide extension services to landowners and to encourage the environmental stewardship and sustainable management of more than 1.5 million hectares of privately owned forested land in Alberta. Since 2010, WEP expanded their mandate and became the Agroforestry & Woodlot Extension Society (AWES) focused on the privately owned wooded landscapes of agricultural regions in Alberta.

### **AWES Goals**

The specific goals of the society are:

***Goal #1: Increased awareness of economic, social and environmental implications of agroforestry and woodlots***

Increased awareness of the range of values and opportunities associated with agroforestry and woodlot management will lead to balanced decision making by land owners, land stewards, and policy makers concerning issues related to forested land.

***Goal #2: Increased land owner and land steward participation in agroforestry, and woodlot management***

Land owners and land stewards actively manage the privately owned wooded landscapes in Alberta to maintain the integrity and value of the land.

***Goal #3: Integrated community land use planning that acknowledges the values of private forest resources***

To promote community private forest management. Planners, decision-makers and land owners within the rural communities are encouraged to recognize implications of integrated environmentally, economic, social values in the privately owned forests.

***Goal #4: AWES members and partners are full engaged in the achievement of the AWES vision***

AWES is the organization of choice achieving respective and common goals in agroforestry and woodlot extension. Membership sustains the objects of the society.

***Goal #5: AWES fulfills its mandate with adequate human, program and financial resources***

AWES attracts and retains passionate members and staff empowered to seek and responsibly manage long-term sustainable funding for delivery of the extension program.

## **Term**

The term of the current AWES Strategic Plan is **April 1, 2010 to March 31, 2014**. In defining Terms of Reference – AWES follows that Society By Laws that specifically outlined the roles and responsibilities. In this Strategic Plan following Society By Laws Article 4 and Article there is additional information on roles and responsibilities of Executive Director, Staffs, contractor as well as Communication and the role of Alberta Agriculture and Rural Development

## **Article 4. Membership**

Article 4. Address several aspects of the societies including: membership, right and privileges, suspension, terminations and reinstatement, liability and disputes as well as decision making process

In Article 4. of the By Laws of the Society several aspects were covered including:

- 4.0. Classification of Members
- 4.1. Admission of Members
- 4.2. Membership Fees
- 4.3. Rights and Privileges of Members
- 4.4. Suspension of Membership
- 4.5. Termination of Membership
- 4.6. Transmission of Membership
- 4.7. Continued Liability for Debts Due
- 4.8. Limitations of Liability of Members
- 4.9. Reinstatement of Membership

**By Laws the Article 6** -Government of the Society define following roles and responsibilities:

- 6.1. The Board of Directors
- 6.2. The officers
- 6.3. Duties of the officers of the Society
- 6.4 Board Committees
- 6.5. Standing Committees
- 6.6. Executive Directors

## **Alberta Agriculture and Rural Development(ARD)**

Alberta Agriculture and Rural Development (ARD) is the employer and direct supervisor of the Program Manager, Woodlot Extension Specialists, and other full time program staff. – **This must be clarified and WEP board must make a decision on this - Toso**

For the annual delivery of the AWES, ARD's responsibilities include:

- Verification of expenditures and expense claims for payment by the Society ;
- Recruitment and Human Resource services for all program staff;
- Provide human resources services and processes to all program staff

- All staff are hired as indeterminate, seconded or term employees
- Service contracts are project specific and report to the Executive Director
- Assumes responsibility for E.I., CPP, and other staff benefits
- Shares supervisory responsibility of other staff with Executive Directors
- Assists in development of annual work plan of Executive Director and other staff, and provides annual performance review of staff.

## **AWES Executive Director**

The Executive Director reports to the President and is responsible to the Board, and acts as an advisor to the Board and to all Board Committees. The Executive Director does not vote at any meeting. Under the direction of the Board, the Executive Director's The Executive Director acts as the administrative officer of the board and the responsibility for the annual delivery of the AWES include:

- attending board, and other meetings, as required;
- acts as the spokesperson for the Society;
- hiring, supervising, evaluating and releasing all other paid staff;
- interpreting and applying the Board's policies;
- keeping the Board informed about the affairs of the Society;
- maintaining the Society's books;
- preparing budgets for Board approval;
- planning programs and services based on the Board's priorities; and
- carrying out other duties assigned by the Board.
- Contract development, award and supervision for projects, as required.
- Authorization of operational expenditures;
- Review of the AWES strategic plan and funding applications for Board approval;
- Pursuing new funding sources and AWES memberships

## **WEP program staff will be responsible for:**

- Delivery of contracted and partner funded program deliverables.
- Identification of local needs and using this information for planning extension
- Training the trainers sessions
- Development of websites, pamphlets, info sheets
- Client profile studies and gap analysis assessment update for each region
- Woodlot stewardship awareness, planning and process completion
- Development of woodlot management plans; targets, costs, approach
- Demo sites establishment, upgrade and upkeep.
- Provincial demonstration sites; costs, optimization, integration with partner activities and AWES activities
- Spearheading development in areas such as: agroforestry, poplar manual, poplar workshops, value-added projects, and forested riparian area management.
- Liaison with municipalities, municipal districts, and municipal staff.
- Regional planning component – re: inventory and demographics.
- Evaluation component of the deliverables, feedback; measures of success
- Where, When and Who With
- Timelines

## **Consultants and Project Contractors**

- Responsible for actions related to action plan and delivery.
- Specific duties as defined in position and contract descriptions

## **Communications**

Timely and effective communication is the key to ensuring the AWES continues to meet the expectations and continued support of the members. It is anticipated that a 2006-2010 Communication Plan will be updated and delivered to the external and internal communication requirements of the society, members and stakeholders.

## **AWES COMMUNICATIONS PURPOSE AND GOALS**

### **Purpose:**

Support the AWES vision through strategic communications planning and implementation.

### **Goals:**

- Reach landowners with timely and valuable information to help them be successful in sustainable management of their woodlots and forests
- Keep Society members, partners and funders enthused and engaged about the progress of the AWES