

Strategic Volunteer Mandate for Alan Capes

Introduction

Alan Capes serves as the voluntary Secretary to the Board of the Bouchard Creek Foundation (FRB) and acts as the primary strategic and operational advisor to the Chairman. Alan's expertise ensures effective governance, strategic coherence, and operational excellence, significantly enhancing FRB's capacity to achieve its mission and strategic objectives.

Mandate Objectives

- **Governance and Compliance:**
 - o Ensure all FRB Board meetings are conducted in full compliance with the governance standards and requirements for Canadian charities.
 - o Maintain meticulous documentation and records from board meetings, ensuring transparency, compliance, and ease of reference.
 - o Documentation and Due Diligence:
 - o Oversee the preparation and maintenance of high-quality documentation necessary for due diligence processes by potential large donors and prospective board members.
 - o Ensure documentation accurately reflects the FRB's strategic priorities, operational integrity, and overall mission.
- **Integration of Best Practices:**
 - o Leverage and integrate governance, strategic planning, and operational best practices from his role as a board member of the Massawippi Foundation into FRB's strategies and operations.
 - o Continuously evaluate and recommend enhancements to FRB practices based on proven methodologies and successful initiatives from relevant external organizations.
- **Leadership of Strategic Initiatives:**
 - o Lead the conceptualization, development, and implementation of FRB's digital twin of the Bouchard Creek watershed, ensuring technological excellence, accuracy, and strategic utility.
 - o Direct the creation, management, and continuous enhancement of the FRB website, ensuring it effectively communicates FRB's mission, activities, and impact while facilitating donor engagement and public education.

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Special Conditions of the Mandate

- Act as a central advisor to the Chairman, providing informed insights and strategic counsel on all major strategic and operational decisions.
- Perform the role remotely, maintaining flexibility while ensuring consistent and effective communication with the Board and Chairman.

Expected Deliverables

- Compliant and effectively managed Board meetings, supported by comprehensive and accessible records.
- Robust and credible documentation available for due diligence by donors and potential board candidates.
- Adoption and implementation of governance and operational best practices from the Massawippi Foundation and other relevant entities.
- Successful delivery and ongoing management of the digital twin project and FRB website, showcasing innovation and strategic alignment with FRB's mission.

Duration of the Mandate

This mandate will continue for the next twelve months, beginning in June 2025, and will be reviewed annually to ensure continued alignment with FRB's evolving strategic priorities.

Validation and Monitoring

Quarterly strategy and compliance reviews will be conducted with the FRB Board of Directors to monitor governance effectiveness, strategic progress, and operational alignment, adjusting priorities and approaches as necessary.

George Cervinka - President
Fondation Ruisseau Bouchard (FRB)