

## PaBIA Environment Director Job Description

### OVERVIEW:

- Oversees Environment Portfolio, including but not limited to Fishing committee chair(s), Naturalist(s), Junior Naturalist(s), and Forest Health chair.
- Liaises closely with Marine Patrol Supervisor re: water quality testing and protocols, environmental clean-ups, etc. (There is a lot of overlap on water quality as the Marine Patrol Supervisor is the main point of contact and MP's conduct much of the water testing.)
- Monitors, researches, reports on any issues affecting the ongoing environmental health of air, lands and water quality in Georgian Bay with particular emphasis on Pointe au Baril area. This includes but is not limited to air pollution, invasive species (terrestrial and aquatic), water quality, water quantity and anything else with the potential to negatively or positively impact the environmental health of our area.
- Liaises with other organizations in the "GB5" (GBA – Georgian Bay Association, the umbrella organization for all cottagers' associations around the bay, GBF – Georgian Bay Foundation, GBBR – Georgian Bay Biosphere Reserve, EGBSC – Eastern Georgian Bay Stewardship Council and GBLT – Georgian Bay Land Trust) to share information relevant to the environment. Other organizations include MNR – Ministry of Natural Resources and Forests, MOECC – Ministry of the Environment and Climate Change, NCC – Nature Conservancy of Canada, TOA – Township of the Archipelago and FOCA – Federation of Cottagers' Associations and other cottagers' associations themselves, i.e. San Souci, Bayfield Nares, etc.

### SPECIFICS:

- **January – mid February:** Research and communicate with organizations listed above and write Environment Report for the annual yearbook/directory. Submit report to Communications Director by established deadline, usually mid February.
- **January – mid February:** Write reports for any committees within the environment portfolio experiencing a vacancy (and organize speaker if Naturalist(s)) and submit to Communications Director by deadline for annual yearbook/directory.
- **January – mid February:** Proofread all committee reports submitted for annual yearbook when submitted to you. (The Naturalist(s) usually do not

submit for proofreading as they have a variety of writers contributing reports.)

- **September – May:** Participate in bi-monthly PaBIA board conference calls.
- **June:** Attend annual Directors' Meeting and report on any issues requiring discussion in Environmental Portfolio. ( The Directors' Meeting is currently held on the last Saturday in June at the Ojibway Club.)
- **July – August:** Attend any Directors' Meetings called during the summer months.
- **August Long Weekend:** Attend AGM and sit at the Environmental Table to answer questions from members after the meeting. Introduce members of your portfolio during the meeting.
- **June – August:** Write articles as needed for the PaBIA weekly eblasts.
- **September – May:** Write articles as needed for PaBIA newsletters and/or PaBIA website.
- **December:** - Notify all committee chairs in Environmental Portfolio of deadline for reports to be submitted to Communications Director for the annual yearbook/directory. (This is usually discussed during the December board conference call.)
- **All Year:** Attend workshops, when possible, pertaining to topics relevant to the Environmental Portfolio. These might include water quality, water quantity (usually during low water years), invasive phragmites, GBA AGM, etc.