

# **FABR ENVIRONMENTAL EDUCATION NETWORK**

## **Terms of Reference**

**January 20, 2009**

## TERMS OF REFERENCE

**Name: The Frontenac Arch Biosphere Reserve**

**Purpose (Mission):**

The *Frontenac Arch Biosphere Reserve Environmental Education Network* will continue to grow and enhance a resource pool of professional practioners which develops and delivers Environmental Education programmes throughout the Frontenac Arch Biosphere Reserve region.

**Objective (Vision):**

People in the Frontenac Arch Biosphere and area will understand and respect the natural environment and engage in sustainable practices.

**Funding:**

- Funding will be network approved and project specific. The network will remain flexible in its funding endeavors.
- In Kind partners/members
- Grants/Sponsorship

**Meeting Structure:**

- Meeting chair person will rotate network members who will have the capacity and time to commit to the role.
- Chairs will be designated at the first Network Meeting each year. Chairs are to be rotated for each meeting in order to share responsibility and workload.
- The chair will be responsible for planning the meeting agenda, arranging a venue and providing/keeping minutes from their meeting chair.
- Meetings will occur on the bi-monthly basis.
- Location will vary depending on availability of Network partner's meeting areas.
- All members are encouraged to assist designated meeting chair in any way which they are capable.
- Each meeting will provide a brief roundtable discussion to keep members aware of what is being attempted/accomplished among other members of the network.

**Honorarium:**

Funding when available will be directed to the Network and appropriated by the Network. Banking and payment services will be provided by the Frontenac Arch Biosphere Reserve.

- Project Specific
- Based on availability of funds

**Decision Making:**

- Will be consensus from Network members

**Sub-Committee:**

- Scheduled when required
- Formed as needed to address issues relevant to the Network;
- Or defined by projects and participating members.

**Membership:**

- Members in the Frontenac Arch Biosphere Reserve Environmental Education Network are those organizations and their appointed representatives who deliver environmental education in the FABR broadly defined region of the Frontenac Arch Biosphere Reserve
- Replacing or adding members—The addition of new organizations will be at the pleasure of the existing network members. Representatives of organizations in the Network will be appointed by the member organization.

**Administrative Support:**

- In Kind Support
- Parks Canada
  - Leeds Grenville Stewardship
  - Frontenac Arch Biosphere Reserve
  - Other Network members

**Network**

The Network is a group of professional environmental education practitioners which work co-operatively on endeavors that are consistent with the Network's Mission Statement.

- For Example:
  - Government
  - Non-Government
  - School Boards
  - Environmental Education Providers (government and non-government)
  - Other organizations that deliver environmental education
- Members will benefit from and are encouraged to contribute to:
  - Common Projects
  - In-service training
  - Increased capacity
  - Guest Speakers

**Conflict of Interest:**

In the event that an apparent conflict of interest arises, members will be responsible for declaration of such, and voluntarily stand aside from decisions in which the conflict of interest applies. Alternatively, members shall have the option of disclosing all relevant information to the Network, who by consensus decision, may then ask the member to stand aside from the issue. In any event, the principle shall apply that no Network member or their immediate Family shall personally gain without a declaration of conflict of interest.

**Communication:**

Meetings will be scheduled and announced to members of the Network at the end of each meeting. This schedule and changes to it will be communicated via email.

**Amendments:**

Amendments will be addressed at bi-monthly meetings. Changes to Network governance will be approved by member vote.

**Approval:**

Approved on January 20, 2009