

# ANIMAL WELFARE ADVISORY NETWORK OF BC

## Animal Welfare Advisory Network of British Columbia

### PURPOSE:

The purpose of the Animal Welfare Advisory Network of British Columbia (AWANBC) is to enable organizations to work together and to support strategies around specific projects and initiatives associated with companion animal welfare.

### MEMBERSHIP CRITERIA (for a personae<sup>1</sup>):

#### Steering Committee:

- Will consist of the eight members<sup>2</sup> that have participated in both the Dec. 10, 2016 and Feb. 26, 2017 workshops and co-created the AWANBC (the Network).

#### A Member Personae:

- Must be a subject matter expert, or represent a not-for-profit society registered under the BC Society Act and/or a registered charitable organization.
- Each person can represent only one organization (if belong to more than one organizations) or as an individual.
- A member organization may have up to a maximum of three representatives for project / initiative purposes, but only one vote per organization for decision-making.
- Must be guided by and adhere to the principles of the “Five Freedoms” per the Canadian Federation of Humane Societies
  - Freedom from hunger and thirst - by ready access to fresh water and a diet to maintain full health and vigour.
  - Freedom from discomfort—by providing an appropriate environment including shelter and a comfortable resting area.
  - Freedom from pain, injury and disease – by prevention or rapid diagnosis and treatment.
  - Freedom to express behaviours that promote well-being—by providing sufficient space, proper facilities and company of the animal’s own kind.
  - Freedom from fear and distress s– by ensuring conditions and treatment which avoid mental suffering.
- Must abide by Paws for Hope Animal Foundation’s values and ethics.
- Must not have been charged, convicted and/or had animals seized through a warrant pursuant to the Prevention of Cruelty to Animals Act (PCAA), the Criminal Code or other provincial animal protection legislations.

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<sup>1</sup> A personae refers to an individual or an individual representing an organization.

<sup>2</sup> Kathy Powelson, Paws for Hope; Penny Stone, BC Humane Society, Willow Eyford, Crooked Leg Ranch; Amy Morris, BC SPCA; Heather Ferguson, CDART; Sherle Raitt, Lakes Animal Friendship Society; Diane Simmons, Pets Matter Foster Care Society; Margie Fox, Subject Matter Expert

- Must operate using standard accounting practices and make financial records available on request by AWANBC Steering Committee.
- Must apply best administrative and operational practices, and make documentation available on request by the AWANBC Steering Committee, such as:
  - Intake and outgoing animal records
  - Animal health records
  - Policies and/or other documents relevant to the member organization

#### **MEETINGS:**

- The Steering Committee will hold four meetings per year. When and how will be determined.
- All meetings must be documented.

#### **ROLES AND RESPONSIBILITIES:**

- Must maintain AWANBC membership in good standing (i.e. meet the membership criteria).
- Must attend a minimum of 75% of the meetings held, at a Steering Committee and/or at a project / initiative level.
  - Advanced notification must be given and an alternate representative should attend if one cannot attend meetings.
- Be an advocate and promote the work of AWANBC.
- Fully participate in AWANBC's work, and be actively involved in at least one project / initiative (including Steering Committee members).
- Follow the Paws for Hope's code of ethics.
- Follow through with commitments and meet deadlines.
- Participate in continuing education on best practices and new concepts.
- Participate in fundraising on behalf of AWANBC.
- Ensure regular reporting to Project / Initiative Lead and/or the Steering Committee Chair.
- Must adhere to and promote best practices in their own organizations.
- Member organizations and their representatives will not publicly criticize other member organizations and their representatives.
- Must agree to have member organization listed on the AWANBC website

#### **GOVERNANCE:**

- AWANBC is accountable to Paws for Hope Animal Foundation, through the Foundation's Executive Director, who reports to the Board.
- All AWANBC members must sign an agreement to maintain confidentiality and to minimize and make apparent potential conflicts of interest.
- Decision Making:**
  - 75% majority is required for AWANBC decisions at both the Steering Committee and project / initiative levels.
  - Decisions and priorities associated with projects / initiatives will be made by the members involved in those projects / initiatives. Consensus is preferred, but as a minimum, 75% majority is required for decisions being made.
  - Each project / initiative will have a Project Lead and a Steering Committee member identified, who will report on a monthly basis to the Steering Committee on progress, priorities and decisions to ensure alignment.
- Conflict Resolution:**
  - Conflicts amongst AWANBC members: If members cannot resolve the issue on their own, members may request the Steering Committee (3 members that are not involved in the

conflict and are most objective, who may be selected by the Steering Committee) to facilitate a resolution. If necessary, the Steering Committee as a whole may make a final decision.

- Conflicts between Steering Committee members: If the members cannot resolve the issue on their own, the members may request the entire Steering Committee as a whole to facilitate a resolution.
- **Dissolution:**
  - To dissolve AWANBC, a 75% majority of the Network members will be required, or the dissolution can be as directed by the Board of the Paws for Hope Animal Foundation with no contest.

## **ADMINISTRATION:**

### **AWANBC member applications process:**

- Potential members can submit applications to AWANBC at any time of the year.
  - Reviews of applications and decisions of whether an applicant meets the membership criteria will be conducted four times per year at Steering Committee meetings.
- There is no fee to become an AWANBC member.

### **AWANBC member participation in projects / initiatives:**

- A member organization may express interest to work on a particular project or initiative and appoint a representative to the project / initiative.
  - The name of the member organization will be identified and associated with the project / initiative.
  - A member that is not directly involved in a project / initiative may decide if they wish to have their names associated with a project.
  - A member organization can have no more than two representatives involved in a project / initiative, one of whom must be an AWANBC member. Additional participants from a member organization beyond the two representatives may participate in a project / initiative as needed, as a non-decision-making “consultant” or subject matter expert.
  - A member organization or its representative can step away from a project / initiative at any time without membership penalty.
  - To ensure continuity, no new AWANBC member can join after a project / initiative has started, unless requested by the AWANBC Steering Committee.
  - Each project / initiative must have an identified Project / Initiative Lead and at least one Steering Committee member.
  - The Project / Initiative Lead must ensure documentation of progress and provide monthly reports to the Steering Committee.
  - Decision will be made on a case by case basis, if a representative of a member organization is to be “released” from participation in AWANBC. This will be at the project / initiative and/or the Network level. The actions of an individual or a member organization as a whole will be reviewed and a decision made by the Steering Committee.

### **AWANBC member termination:**

- Failure to abide by Terms of Reference and Collaboration Agreement may result in termination of membership.

- Termination of a member will be decided by the steering committee and requires a 6/8 vote, except if member has been charged with animal cruelty, which would result in automatic termination.
- Steering committee may decide to suspend member until further information can be obtained.
- Actions to be taken upon completion of inquiry:
  - Immediate termination
  - Continued suspension, pending completion of required corrective actions
  - Reinstatement of membership.