



Bird Team Structure Template - Terms of Reference

This document aims to provide terms of reference template for Bird Teams working towards helping their city become bird friendly as part of the Bird Friendly City initiative. Alterations of the team structure will be shared with Nature Canada, and can be redesigned with all party agreement at any time.

Mandate:

The Bird Team's mission is to campaign for implementing bird friendly actions in their respective city(ies) to create safer urban environments for birds. The Bird Team will seek to complete its mission by: (1) addressing and mitigating key threats to birds in their city, (2) protecting and restoring natural habitat and increasing climate resiliency in their city, and (3) conducting community outreach and education.

Principles:

- A shared responsibility
- Safe, inclusive and accessible environment for discussion and decision-making
- Proactive, innovative and goal-orientated
- Building relationships to achieve mandate
- Engaging the public to drive political action
- Bringing forward meaningful change that includes multiple levels of society (individual, civil society, institutional, business and the municipal government)
- Working towards a city that balances nature, wildlife and people

Membership:

- Membership in a Bird Team can consist of, but is not limited to naturalist groups, birding clubs, environmental organizations, municipal representatives, Indigenous groups, businesses, educational institutions, researchers, and private citizens.
- Membership in a Bird Team is strictly voluntary.
- A Bird Team should consider electing:
 - An annual Chair; or a rotational system for a chair position;
 - a representative to liaise with Nature Canada;



- a representative to liaise with the municipality (if no municipal representative is on the Bird Team);
- A communications lead
- A volunteer recruitment lead.

Member Requirements:

- A strong interest in working towards helping their city become bird friendly;
- Residence or have a working connection to your city.

Roles and Responsibilities:

ALL MEMBERS WILL:

- Work towards implementing the mandate and the principles;
- Ensure a safe and inclusive working environment;
- Participate in the development and implementation of their city's Bird Friendly campaign strategy;
- Maintain regular communications with each other, and Nature Canada.

CHAIR WILL:

- Call Bird Team meetings to discuss and strategize ongoing efforts;
- Develop agendas in coordination with liaisons;
- Assist with recruitment of new members.

LIAISON (NATURE CANADA) WILL:

- Accurately represent the local Bird Team and provide updates to Nature Canada's organizer;
- Be the communicating bridge between the local Bird Team and Nature Canada;
- Highlight important considerations and context of the Bird Team's efforts;
- Assist with identifying new members.

LIAISON (MUNICIPAL) WILL:

- Be the communicating bridge between the local Bird Team and the municipality;
- Highlight important considerations and context of the Bird Team's efforts;
- Assist with identifying champions and allies on the municipality;
- Recruit municipal representatives on the Bird Team.



Decision-Making Process:

- Within the Bird Team, each member has equal voice and power to make and influence decisions;
- Make decisions by arriving a consensus as much as possible;
- Nature Canada's representative can provide support and consultation (if need be).
- The end goal (creating a bird friendly city that protects bird populations) should be considered in every decision made by the Bird Team.

Meeting Frequency:

- The members must establish the frequency of meetings; however, the Bird Team must officially meet at least 4 times a year to ensure all is going according to plan.

Reporting:

- Liaison (Nature Canada) will provide Nature Canada with, at minimum, quarterly reports on Bird Team's efforts (can be done verbally).
- Bird Team will provide an in-depth annual report, which includes information on status of Bird Team, reporting on planned and current actions, and next steps.
- If funding is provided from Nature Canada, then annual report must also include funding results.