

ESPC Board Recruitment 2019

Frequently Asked Questions (FAQ)

We have collected the questions we are asked most frequently during our annual Board recruitment process below to assist interested candidates in preparing their application. Please do not hesitate to contact info@edmontonsocialplanningcouncil.ca for more information.

1. What is the mission, vision and work of the Edmonton Social Planning Council?

The Edmonton Social Planning Council's vision and mission are:

- **Vision:** A community in which all people are full and valued participants.
- **Mission:** Through rigorous research, detailed analysis, and community engagement, we deepen community understanding of social planning issues, influence policy, and spark collaborative actions that lead to positive social change.

The Council advances its vision and mission through its work in a wide variety of areas:

- Undertaking **social research** on policy decisions impacting people living in low income situations.
- Increasing **awareness** by disseminating knowledge about trends and issues affecting our communities
- **Advocating** specific policy positions to decision makers
- **Collaborating with and building capacity** in other organizations
- Serving as a **social issues' hub** for non-profit agencies, government staff, academics and researchers, and others.

2. What is the size of the Board of Directors?

The Board of Directors consists of 8 to 12 members from the greater Edmonton community. Board members are appointed by the Council's membership each year at an Annual General Meeting held in the spring.

3. What is the term of appointment and the maximum length of service?

Board members are appointed for a 2-year term of office. Board members are eligible to serve a maximum of 3 consecutive terms for a total length of service of 6 years.

4. What types of skill sets and experience is the Board looking for during the 2019 recruitment?

A wide variety of backgrounds, skill sets and perspectives are valued on the Council's Board of Directors, including governance, policy development, financial knowledge, legal expertise, risk management experience, among many others.

During the 2019 recruitment, the Board is looking for both general members as well as a new Board Treasurer with a professional financial background.

All Board members are expected to be:

- Committed to supporting the ESPC and its mission to address and research social issues, inform public discussion, and influence social policy
- Current members of the Edmonton Social Planning Council in good standing

5. What are the expected time commitments for a member of the Board of Directors?

The Board of Directors meets monthly for 10 months of the year (July/August are excluded) on the second Tuesday of the month. Monthly meetings are approximately 1.5 to 2 hours and require additional preparation time to review materials e-mailed out seven days in advance.

In addition to full Board meetings, all members are expected to serve on one Board standing committee. Each standing committee sets its own meeting schedule based on its annual work plan and goals for the year.

As the Board is seeking a new Treasurer in 2019, there are modest time requirements associated with this position, which include signing certain documents when required, delivering quarterly financial reports to the Board, and reviewing the monthly bank reconciliation prepared by the office.

6. What are the Board's standing committees?

The work of the Board is supported by three standing committees:

- The **Policy & Governance Committee** provides the Board of Directors with guidance on matters pertaining to policy development as well as strengthening governance. It reviews and provides recommendations to the Board on objects, by-laws, the strategic framework/plan and other policy documents of the organization.
- The **Finance & Audit Committee** provides the Board of Directors, as well as the Executive Director where appropriate, with timely guidance and recommendations on budgetary and financial matters to support the overall financial wellbeing and stability of the organization.
- The **Engagement Committee** is a new committee that is responsible for areas that include member engagement, fund development and providing advice on raising the Council's visibility and profile.

The Board also forms ad-hoc committees to complete specific tasks with discrete timelines.

7. What is the process and timeline for Board recruitment in 2019?

To apply, please complete and submit the [required application form](#) along with a current resume and a brief biography to info@edmontonsocialplanning.ca. The deadline for the ESPC to receive applications is 11:59 pm MST on Monday, March 1, 2019.

All applications will be reviewed by the Board Recruitment Committee. Informal interviews are slated for mid-March 2019. Recommendations will be approved by the full Board prior to submission to the membership at the Annual General Meeting on May 23, 2019.

Nominations by an ESPC member in good standing are also accepted from the floor at the AGM. The nominee(s) from the floor may be asked to present their qualifications and commitment to the ESPC's mission and answer inquiries from the floor prior to a vote by the ESPC membership.

8. I have more questions! Who can I contact?

Simply send an e-mail to info@edmontonsocialplanning.ca to be connected with the Board Recruitment Committee.